

EAST CENTRAL COLLEGE
1964 Prairie Dell Rd., Union, MO 63084.636-583-5195

TO: Students and Parents/Guardians/Spouses

RE: FERPA (Family Educational Rights and Privacy Act)

What is FERPA?

The *Family Educational Rights and Privacy Act of 1974*, as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of education records maintained by an educational institution and access to these records.

Who has FERPA rights at the postsecondary level?

A student “in attendance” (regardless of age) and former students

- *Student* applies to all students attending—including continuing education students, students auditing a class, and distance education students.
- *In attendance* applies to and is determined by the institution.

What FERPA rights are given to students?

- Right to inspect and review their education records.
- Right to request to amend their education records.
- Right to limit disclosure of “personally identifiable information” known as *directory information*. Directory information at East Central College is defined as: Student name, Parent’s name, Address, Telephone number, Date and place of birth, Major field of study, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Dates of attendance, Degrees and awards received, Most recent previous school attended, E-mail address, Photograph, and Full- or part-time status. **Directory information can be released to anyone who requests it, without the student’s written permission, unless the student limits such disclosure in writing.** Forms are available in the Registration Office, Office of Student Development, and the Office of Instruction.
- Right to file a complaint with the Department of Education concerning an alleged failure by the institution to comply with the *Act*.

What are education records under FERPA?

Education records are defined as records that are:

- *Directly related to a student and*
- *Maintained by an educational agency or institution or by a party acting for the agency or institution.*

Parental and spousal Access to an Eligible Student’s Education Records

At the postsecondary level, parents/spouses have no inherent rights to inspect their son’s/daughter’s/spouses education records. The right to inspect is limited solely to the student. **Records may be released to parents only if one of the following conditions has been met:**

- (1) Through the written consent of the student (forms are available in the Registration Office, Office of Student Development, and the Office of Instruction),
- (2) In compliance with a subpoena, or
- (3) By submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.