FERPA Information[i]

What is FERPA?
FERPA requires that federally funded institutions, under programs administered by the U.S. Department of Education, comply with certain procedures with regard to disclosing and maintaining educational records. FERPA was not enacted to preclude the disclosure of educational records simply because the records identify a student by name; rather, it was designed to protect the student's educational information and status as a student. Parents should understand that their rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary school at any age.

Who is a student? According to FERPA, a student is an individual who is enrolled in and actually attends an educational institution. The regulations provide that attendance includes, but is not limited to, attendance in person or by correspondence. Individuals who "attend" classes but are not physically located on a campus are also students, thus including those who attend classes by video conference, satellite, Internet, or other electronic information and telecommunications technologies.

FERPA prohibits the disclosure of a student's "protected information" to a third party. This disclosure is prohibited whether it is made by hand delivery, verbally, fax, mail, or electronic transmission. Disclosure also includes the provision of access to the educational institution's career center database of student resumes.

What information is protected?
FERPA classifies protected information into three categories: educational information, personally identifiable information (PII) and directory information. The limitations imposed by FERPA vary with respect to each category.

Personally identifiable information can only be disclosed if the educational institution obtains the signature of the parent or student (if over 18 years of age) on a document specifically identifying the information to be disclosed, the reason for the disclosure, and the parties to whom the disclosure will be made. Examples of PII include: student's name, date of birth, student ID or SSN, and other information which can be used to distinguish an individual's identity in relation to academic records.

Educational information cannot be disclosed without prior approval of the student. FERPA defines "education records" as "records, files, documents, and other materials" that are "maintained by an educational agency or institution, or by a person acting for such agency or institution." This includes transcripts, GPA, grades, social security number, and academic evaluations, and records that pertain to an individual's previous attendance as a student of an institution.

Directory information can be disclosed by the institution without consent. Directory information is defined as "information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed." This includes such items as a list of students' names, addresses, and telephone numbers, and also includes a student ID number (which includes electronic identifiers) provided it cannot be used to gain access to education records. Directory information, however, does not include a student's social security number nor can the social security number be used to confirm directory information. If a student decides to "opt out" of the disclosure of directory information, the "opt out" continues indefinitely.

What does the release cover? Rosemont College cannot provide information about a student's academic records, including performance in a class, grades, or registrations to a third party without written consent by the student. Information will only be provided after the identity of the third party is verified. Student can revoke FERPA consent at any time.

FERPA Release

Student's Name: _____ Student ID: _____

Please provide information from the education records of [student's name above] to the following person(s). Rosemont College may discuss your educational records which may include financial records (tuition and fee balances, financial holds, payment plans), registration records (current enrollment, enrollment status), academic records (grades, academic progress, honors, transfer credit awarded and degrees awarded), financial aid (includes all general financial aid information), and any disciplinary records, Academic Warning Notices, and Notification of Academic Probation. [Note: this consent does not cover medical records held by the Wellness Center or Counseling Services as those services are governed by HIPAA regulations]

IBC Students
I permit my registration and grades released to IBC at the conclusion of each semester while I am an employee at IBC and a degree student at Rosemont College to facilitate the payment of my student account through the IBC employee program.

☐ I agree

☐ I decline (students who decline the release, should be in contact with IBC to discuss alternative arrangements)

Additional People allowed to access student records:
Name of person to whom the educational records will be released:

Person 1: _____ Relationship: _____

Phone: (   ) _____ Work Phone: (   ) _____

Person 2: _____ Relationship: _____

Phone: (   ) _____ Work Phone: (   ) _____

Person 3: _____ Relationship: _____

Phone: (   ) _____ Work Phone: (   ) _____

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I understand I may revoke this consent upon providing written notice the Registrar and amending the consent form. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to the above names person(s).

Student Signature: _____ Date: _____