

## **The Family Educational Rights and Privacy Act of 1974 (FERPA) Notification**

Our Lady of the Lake College (OLOLC) administrative, academic faculty, staff, and student employees are required to abide by the policies governing review and release of student education records. The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education record must be kept confidential. Only directory information may be disclosed without consent from the student.

The Family Educational Rights and Privacy Act of 1974 defines directory information as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent education agency or institution attended.

In compliance with FERPA, OLOLC student directory information is limited to name, address, telephone number, date and place of birth, dates of attendance, enrollment status, participation in officially recognized activities, awards received, degrees awarded, and the most recent previous educational agency or institution attended. On occasion photographs of non-identified students are placed on the College Web site in conjunction with a College function.

- Items that can never be identified as directory information are a student's social security number, citizenship, gender, religious preference, grades, and GPA.
- Confidential information should only be given to students in person, with proper identification, or via their individual email accounts. Confidential information should never be given over the phone.
- Print-outs containing confidential information should be shredded. Confidential information should never be discarded in wastebaskets.
- Confidential information should not be given to the parents of any student unless the Financial Aid Office verifies that they claim the son or daughter as a dependent according to the IRS tax laws. This includes the student's schedule of classes.

A student may have a Directory Non-Disclosure Request on file with the Office of the Registrar. Requests received are noted in the Student Information System. A student with a request on file must submit a release of directory information notice in writing before any directory information can be disclosed.

If additional information is needed regarding FERPA, contact the Office of the Registrar.