

**CLOVER PARK TECHNICAL COLLEGE  
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
5	13	Family Education Rights and Privacy Act of 1974 (FERPA)	Adopted 2004	Campus Forum  2021	Reviewed 2021
			Revised 2016, 2017		Next review 2024

**POLICY**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1. The right to inspect and review the student’s education records within 45 days of the day CPTC received the request for access.
2. The right to request the amendment of the student’s education records that the student believes to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CPTC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); the Federal Department of Defense; the Federal Department of Veteran's Affairs; a person or company with whom CPTC has contracted (such as an attorney, auditor, or collection agent); clinical sites; nursing consortiums; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CPTC to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW Washington, DC 20202-4605

**Directory Information**

CPTC designates the following information as Directory Information:

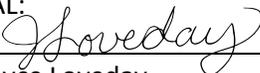
- Student Name
- Major field of study
- Enrollment Status (full/part-time)
- Dates of attendance (quarter start/end dates only)
- Participation in recognized sports
- Degree or certificate earned
- Term degree or certificate awarded
- Honors

Directory Information may be released by CPTC without student consent unless the student specifically requests that such information, or portions thereof, not be released. CPTC will not release Directory Information for commercial purposes or other purposes not related to the school program or the conduct of official government business. Students currently attending CPTC should complete a "Request to Prevent Disclosure of Directory Information" form in the Enrollment Services Office if they do not wish Directory Information released.

### Social Security Numbers

Your social security number is confidential and under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

Posting of grades by social security numbers is in violation of this policy and the Family Educational Rights and Privacy Act of 1974, as amended.

APPROVAL:	
By: <u></u>	Date: <u>5/12/21</u>
Dr. Joyce Loveday	
Board Chair Review: <u></u>	Date: <u>5/12/21</u>