



Policy Name:	Student Records 1
Policy Number:	5040
Applicable Code/Law:	Family Educational Rights and Privacy Act of 1974 (FERPA)

Policy:

The policy of Shoreline Community College District Number Seven (7) is to establish and enforce guidelines which are in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. FERPA establishes that the educational records of students attending or having attended Shoreline Community College are confidential and can be released only with the written consent of the students, or under limited and clearly defined circumstances.

All students admitted and registered at Shoreline Community College are protected under FERPA, including former students of the College. Students have the following rights and protections related to the privacy of their educational records at the College:

- The right to be informed and inspect their educational records within 45 calendar days of the day the Registrar's Office at the College receives the request.
- The right to request, in writing, amendment of the records that the student believes are inaccurate or misleading.
- 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.
- The right to waive their rights in writing.
- The right to file a complaint to the Department of Education if they feel their FERPA rights have been violated. The office at the Department of Education that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

Education Records

Education records are defined as any record maintained by Shoreline Community College, or an agent of the College, which are directly related to the student. Education records can exist in any medium, including handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, and email, among others.

Education records do not include the following:

- Personal records kept by a staff member, not accessible or revealed to any other person, or kept on file;
- Records created and maintained by public safety for strictly law enforcement purposes;
- Employment records unless employment is contingent upon student status;
- Records maintained by the counseling center if the record is only used for treatment and not made available to others; or
- Alumni records containing only information about a student after they are no longer in attendance.

Directory Information

Directory information is generally not considered harmful or an invasion of privacy if released and may be disclosed without the prior written consent of the student. Students have the option of refusing the release of directory information, by contacting the Office of the Registrar.

The College has designated the following items as directory information:

- Student name
- Dates of attendance
- Enrollment status (full or part time)
- Degrees and certificates awarded
- Honors
- Major or field of study
- Date of graduation
- Height and weight of student athletes

The College will disclose information from student's educational records only with the written consent of the student, except under the following limited circumstances authorized by FERPA:

- To school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including College security)
- In connection with a student's request for or receipt of financial aid to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid
- To other organizations providing financial aid to the student
- Accrediting organizations
- To organizations conducting studies for or on behalf of the College

- To appropriate parties in a health or safety emergency
- To military recruiters, pursuant to the Solomon Amendment, as determined by the Department of Education
- To the Department of Homeland Security
- To the IRS in response to the 1997 Taxpayer Relief Act
- To the Department of Veterans Affairs for those students receiving veteran's benefits
- In response to a legally served subpoena

Inquiries from all third parties, including family members, other students, outside agencies, groups and organizations, and the public are considered as coming from outside the college and will require written authorization from the student.

The Family Educational Rights and Privacy Act (FERPA) requires that students be informed at least annually of their rights under FERPA.