



624 POLICY – Family Educational Right and Privacy Act (FERPA)

624.1 Statement of Policy

Redlands Community College follows the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a Federal law that protects the privacy of student education records. The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted March 2017



624 **PROCEDURE – Family Educational Right and Privacy Act (FERPA)**

624.1:1 Statement of Procedure

Redlands Community College complies with the following student rights, defined in the FERPA regulations and within these procedures:

- Right to access own educational record.
- Right to challenge contents of own educational record.
- Right to control disclosure of educational record content.
- Right to file a complaint with the Federal Family Policy Compliance Office (FPCO).

Defined procedures for Redlands Community College state that Redlands:

- Provides students with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request.
- Defines “Amendments to Education Records”, as follows:
 - Redlands Community College considers requests from students to amend inaccurate or misleading information on the student’s education records and offer the student a hearing on the matter if the decision is made not to amend the records.
 - Redlands Community College also offers the student the right to place a statement to be kept and disclosed with the record if, as a result of the hearing, the school still decides not to amend the record.
 - Redlands Community College is not required to consider requests for amendment under FERPA that seek to change a grade or disciplinary action or seek to change the opinions or reflections of a school official or other person reflected in an education record.
- Provides students with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school.
- Retracts the names and other personally identifiable information about other students that may be included in the students’ education records.

Redlands Community College does NOT:

- Provide students with calendars, notices or other information which does not generally contain information directly related to the student.
- Respond to questions about the student.



Educational records include: written documents (including student advising folders), computer media, microfilm or microfiche, video or audio tapes or CDs, film, photographs, and any record that contains personal information that is directly related to the student is an educational record under FERPA.

Records not considered as educational records include: private notes of individual staff or faculty (NOT kept in student advising folders), campus police records, medical records, statistical data compilations that contain no mention of personally identifiable information about any specific student.

Redlands Community College may disclose, without consent, directory information. Directory information includes the student's name, major, classification, address, telephone number, Redlands email address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time/part-time), degrees and awards received, photograph and the name of the institution attended immediately prior to admission to the College.

Written Consent:

- Specify the records to be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure is to be made
- The time period for which the written consent is to be effective
- The signature of the student whose record is to be disclosed
- The signature of the custodian of the education record
- Redlands Community College MAY disclose education records without consent when:
 - The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
 - The student is seeking or intending to enroll in another school
 - The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
 - The disclosure is to the parent/guardian of a student who is a dependent for income tax purposes;
 - The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
 - The disclosure is pursuant to a lawfully issued court order or subpoena; or



- The information disclosed has been appropriately designated as directory information by the school.

Annual Notification:

Redlands Community College annually notifies students in attendance that they may:

- Inspect and review their education records;
- Seek amendment of inaccurate or misleading information in their education records;
- Consent to most disclosures of personally identifiable information from education records

The annual notice includes:

- Information for a student to file a complaint of an alleged violation with the FPCO;
- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that individual; and
- Information about who to contact to seek access or amendment of education records.

Complaints of alleged violations may be addressed to:

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

Complaints must be submitted in a timely matter, no later than 180 days from the date you learned of the circumstances of the alleged violation. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation has occurred including relevant dates, names and titles of those school officials and others involved, a specific description of the education record around which the alleged violation occurred, a description of any contact with school officials regarding the matter, the name and address of the school and any additional evidence that would be helpful.

Redlands Community College recognizes FERPA gives certain rights to parents regarding their children's educational records.

Some of those rights transfer to the student upon reaching 18 years of age or attending any school beyond the secondary level. Therefore, the Law allows parental access if the



student is claimed as a dependent for Federal income tax purposes. Access is granted to both the parent who claims the student as well as the parent who is not claiming the student. Parent must produce a Federal Income Tax Return verifying the student as a dependent, and sign a Request by Parent or Guardian for Access to Student Records in the Admissions and Records Office.

Parents may have access if the student is willing to release information. Signing a FERPA Waiver (release) form is an option for the student; it is not a requirement. Redlands Community College will only release information defined on the FERPA Waiver release form if the student elects this option. Information may be released if the student has filed a signed release form with the Registrar's Office. All signed release forms will be kept on file in the Registrar's Office, and a student may revise his/her waiver at any time.

Redlands Community College will only disclose Personally Identifiable Information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Documentation of the incident leading to the emergency disclosure will include to whom and what information was disclosed.

This information can be found on Redlands Community College's website at:

<https://www.redlandsc.edu/content/enrollment-information>

624.1:2 Federal Regulation

This policy was created and is maintained to be in compliance with Federal regulation 34CFR Part 99

Adopted March 2017
Revised September 2018