

What are education records?

With certain exceptions, an education record is any record (1) from which a student can be personally identified and (2) maintained by the college. A student has the right of access to these records. Education records include any records in whatever medium (handwritten, print, magnetic tape, film, diskette, etc.) that are in the possession of any school official. This includes transcripts or other records obtained from a school at which a student was previously enrolled.

What is directory information?

Institution may disclose information on a student without violating FERPA if it has designated that information as "directory information." At Wabash this includes a student's:

- Name
- Local and home addresses
- E-mail and electronic messaging addresses
- Local, home, and cell phone numbers
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended by the student

How does a student authorize release of his education record in the form of an academic transcript?

Students must authorize the release of their transcripts by written request with signature or by completing and signing transcript request forms available in the Registrar's Office. The receipt of a written request via fax with signature to release an education record is permissible.

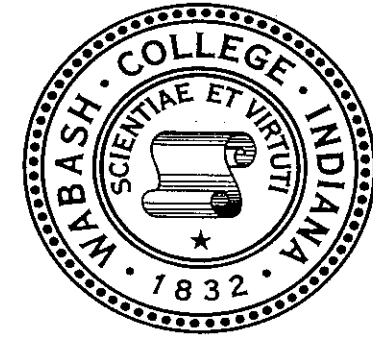
How Does Increasing Technology Impact FERPA on Our Campuses?

The use of computerized record keeping systems is increasing at a fast pace. We can anticipate that the distribution of electronic data eventually will replace most paper documents and provide much information about students to school officials through desktop terminals. It is the responsibility of each school official to understand his or her legal responsibilities under FERPA. The same principles of confidentiality that apply to paper records also apply to electronic data.



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Family Educational Rights and Privacy Act (FERPA) Guidelines for Wabash College



What is FERPA?

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

What rights does FERPA afford students with respect to their education records?

- The right to inspect and review their education records within 45 days of the day the college receives a request for access. Students should submit to the Registrars Office a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained in the Registrars office, the Registrar will advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment to the student's education record that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the Registrar clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified.
- 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academics or re-

search, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); 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.

- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirements of FERPA. The name and address of the office that Administers FERPA is:

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

Who is protected under FERPA?

Students who are currently or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied to but have not attended an institution or deceased students do not come under FERPA guidelines.

Parents of students termed as "dependent" for income tax purposes may have access to the student's education records. A copy of the parent's most recent federal income tax return, on which the parents declared the student as a dependent, must be submitted to the Registrar's office to document "dependency."

Who may have access to student information?

- The student and any outside party who has the student's written request.
- School officials (as defined by the college) who have "legitimate educational interest."
- Parent(s) of a dependent student as defined by the Internal Revenue Code.
- A person in response to a lawfully issued subpoena or court order, as long as the college first makes a reasonable attempt to notify the student. Normally, the college will comply with a subpoena after two weeks have elapsed from the day the subpoena was received.

When is the student's consent not required to disclose information?

When the disclosure is:

- To school officials (defined in policy) who have a "legitimate educational interest."
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs.
- In connection with financial aid (including Veteran's benefits).
- To organizations conducting studies for or on behalf of educational institutions.
- To accrediting organizations.
- To parent(s) of a dependent student.
- To comply with a judicial order or subpoena.
- In a health or safety emergency.
- Releasing directory information.
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.