

FERPA BASIC INFORMATION

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974, as Amended prohibits access to or release of education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. (Refer to current RRCC catalog or Student Handbook for further information.)

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person or organization you have given access to will be able to discuss your records or student accounts with representatives of Red Rocks Community College without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone without a legitimate education interest access to their educational records.

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records, just notify us in writing that you wish to cancel the release.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Records such as financial aid files, advising notes, admission files, grades and other academic records as you indicated on the front of this form. Note that the person(s) you grant access to your files are able to see your records but they are NOT allowed to perform actions at the college on your behalf.

WHAT INFORMATION DOES RED ROCKS COMMUNITY COLLEGE CONSIDER DIRECTORY INFORMATION?

Your name and current enrollment status at RRCC are considered public information. RRCC may respond to inquiries in this regard, whether they are made in person, by phone, or in writing. You can prevent disclosure of this information by filing a written request with the Office of Enrollment Services. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing.

- Student name
- Year of Birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance (semester, not individual class dates)
- Enrollment status (full time, part time)
- Degrees and awards received
- Most recent educational institution attended

Your name may be released for graduation lists, special awards, honors, and events to the news media. In accordance with the Solomon Amendment, the College must also provide your enrollment and address information to military recruiters. Other information contained in your records is considered private and not open to the public without your written consent.