

# Red Rocks Community College

## Enrollment Services Operational Guidelines

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**Title:** Family Educational Rights and Privacy Act (FERPA) Guidelines

**Effective:** 7/1/13      **Approved:** 2/5/14      **Revised:** 1/31/14

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**Reference:** <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>  
[http://www.ccconline.org/Instructor\\_Resources/Instructor\\_Handbook/FERPA](http://www.ccconline.org/Instructor_Resources/Instructor_Handbook/FERPA)

**Purpose:** To define guidelines governing students' rights and staff responsibilities under FERPA

**Scope:** Applies to all students and staff

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**Attachment:** Permission to Release Educational Records Form; Request to Prevent Disclosure Form

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### **Family Educational Rights and Privacy Act**

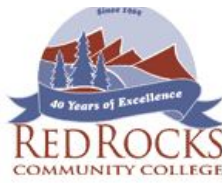
*The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the rights of students, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA prohibits access to 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.*

The Act grants five specific rights to the student:

- the right to see the information that the institution is keeping on the student
- the right to seek amendment to those records and in certain cases append a statement to the record
- the right to consent to disclosure of his/her records
- the right to file a complaint with the United States Department of Education
- the right to participate in a hearing if the request to amend is denied

### **Authorization to Release Educational Record**

- Students who wish to grant access to their records to a designated person can do so by completing and signing the *Permission to Release Educational Records Form*.
- This form must be signed in the presence of either a full time Enrollment Services staff member or a Notary Public.
- **Please note:** the person(s) who is granted access to Educational Records using this form is prohibited from performing actions on behalf of the student.
- Authorization can be rescinded at any time by signing the appropriate box on the same form.
- If information is expected to be released over the phone or via email, a password must be established and used to verify the requestor's identity.
- This form cannot be used to authorize the release of personally identifiable information (i.e. SSN, birth date etc.)



- Any or all of the following information can be authorized:
  - Financial Aid Information
  - Cashier's Information (payments made or due, current bill, billing summary, etc.)
  - Academic Records Information
  - Classroom Progress
  - Advising notes
  - Admission files

### **Directory Information**

Students' names and current enrollment status at RRCC are considered public information. RRCC will respond to inquiries in this regard, whether they are made in person, by phone or in writing. **The student 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
- Degree program/major
- 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

Students' names may be released to the news media for graduation lists, special awards, honors and events. In accordance with the Solomon Amendment, the College must also provide students' enrollment and address information to military recruiters.