



The Family Educational Rights and Privacy Act (FERPA)

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.

How FERPA will impact you and your family

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.

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.

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- Authorization can be rescinded at any time by signing the appropriate box on the same form.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

How to Submit FERPA Release

If you would like to give permission to a family member or another third-party to access your information, you can complete the Permission to Release Educational Records (FERPA) form on The Rock. To access the form, please follow the steps below. [Click here for FERPA Basic Information.](#)

1. Go to www.rrcc.edu
2. Log into The Rock with your RRCC Student ID number and password
3. Click on the Student tab
4. Scroll down to the My Student Stuff box
5. Click on the form titled "Permission to Release Educational Records (FERPA)"

Additional Information about FERPA

https://www.rrcc.edu/sites/default/files/enrollment-services-guidelines-FERPA_Guidelines.pdf

<https://www.rrcc.edu/student-records>