



FERPA

& Student Parent Guide

Collin College maintains records and data relative to individual students to facilitate the educational process of the student and to assist in the administration of students' needs by the college. Collin College complies with the rights of privacy and access to the education records of the student as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

If you feel your rights under FERPA have not been honored please follow these steps:

1) Contact the Office of the Registrar (Registrar@collin.edu) and provide them with the information regarding your specific situation. In almost every case, your question can be answered at this point.

2) If you are unable to resolve your question, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
1.800.872.5327 (1.800.U.S.A LEARN)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status or other legally protected class.

The Family Educational Rights and Privacy Act and the Confidentiality of Student Education Records

COLLIN COLLEGE
OFFICE OF THE REGISTRAR
Registrar@collin.edu

PRIVATE

FERPA in Brief

FERPA is a Federal law (Act) that protects the privacy of student education records. It provides students the right to:

- Inspect and review their education records;
- Request to amend inaccurate or misleading records;
- Consent to disclosures of personally identifiable information contained in their records;
- File a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with this law.

FERPA authorizes the college to release directory information without a student's prior consent under certain conditions detailed in the Act. The college is responsible for protecting the privacy of student records in accordance with the Act. Collin College provides annual notification to students in the college catalog and the student handbook.

Request for Non-Directory Information

Anyone who requests non-directory information must be authorized by the student beforehand. Students can choose to whom they would like to release grades, transcripts and miscellaneous documents, as well as granting permission to speak with instructors. The *Review/Update FERPA Authorizations* form can be found on the Home tab of CougarWeb.

Note to Parents

While FERPA gives parents certain rights with respect to their children's education records, these rights transfer to the student when they reach the age of 18 or begin attendance at Collin College, either on site, through distance learning, or in high school as a dual enrollment student (regardless of age). Parents can obtain directory information only at the discretion of the institution. Parents can only obtain non-directory information if listed as an authorized representative by the student.

Collin College has designated the Office of the Registrar as the records official for all student academic records and transcripts. If you have questions regarding the disclosure of student records, please send an email to registrar@collin.edu.

Definitions

Directory Information— Public information generally considered not harmful or an invasion of privacy. The following information has been defined as directory information at Collin College, and can generally be given to third parties without written consent from the student:

- Student name, address, and home telephone number;
- Major field of study;
- Participation in officially recognized activities and sports;
- Weight and height of athletic team members;
- Dates of attendance/enrollment;
- Most recent educational institution attended;
- Degrees and awards received;
- Photograph.

Non-Directory Information— Any student education record not listed above. Disclosure to anyone without the written permission of the student is not permissible.

Request for Non-Disclosure— Students may designate individuals to access grades, transcripts and other documents by listing them on the *Review/Update FERPA Authorizations* form found on the Home tab of CougarWeb. This request remains in effect until the student removes the individual from the release form. However, Collin College may disclose this information to college staff who have a legitimate educational interest.

Legitimate Educational Interest— The justifiable need of a college official to view an educational record to enable them to complete their job responsibilities as defined by the institution.

If you have a question about how to prevent the release of student records, the process to review or amend your educational records, or how to revoke your statement of non-disclosure, please contact the Office of the Registrar.

PERSONAL

CONFIDENTIAL

