

Family Educational Rights and Privacy Act (FERPA)

ANNUAL NOTIFICATION TO STUDENTS

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education. FERPA is enforced by the Family Policy Compliance Office within the U.S. Department of Education

Guidelines for Students



Students' rights regarding their education records include the following:

- To inspect and review education records.
- To request an amendment of education records believed to be inaccurate or misleading.
- Original records may not be removed from Gavilan College
- Gavilan College does not release copies of records that originated from other institutions, including high school transcripts and transcripts from other colleges or universities.
- To consent to the disclosure of personally identifiable information and, conversely, to block the disclosure of information that is considered "directory" in nature.



Personally identifiable information may be shared in the following situations:

- The student has signed a release which is on file in the Office of Admissions and Records.
- The information is requested by another Gavilan College Office or employee with a legitimate educational interest in the information requested.
- The information has been subpoenaed and the student notified of that fact.
- The information is required through a court order.
- The information has been requested by an authorized representative of a federal- or state-supported program in order to comply with legal requirements related to those programs

Student Records Release Authorization Form

Gavilan College must have a student's written authorization before sharing any information to third parties. Regardless of age

Third parties include:

- Parents and/or Guardians
- Spouses
- i.e. any one other than the student

Information that will not be released without consent of the student

- Gavilan ID number
- Social Security
- grades
- ethnicity
- academic progress

Gavilan College Policy

BP 5040

- Student Records and Directory Information

Gavilan College Procedure

AP 5040

- Student Records Directory Information and Privacy [ite.com](http://www.gavilan.edu/7590)

Guidelines for Students con't



One exception permitted by FERPA is the release of Directory Information to parties outside Gavilan College. Directory information may be released without student authorization.

Directory Information includes:

- Student name
- Dates of attendance
- Program of study
- Degrees and awards received
- Honor Roll: President and Dean's List

For athletic purposes, coaches and athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Program of study
- participation in officially-recognized sports
- Height and weight of athletic team members
- High school of graduation
- Athletic awards
- Degrees and awards received
- Honor Roll: President and Dean's List

Note: Students may withhold Directory Information by completing the opt out portion of the STUDENT RECORDS RELEASE AUTHORIZATION FORM



The Solomon Act

Under federal law, the Solomon Act supersedes most elements of FERPA and permits the disclosure of student information if the request conforms to the parameter and requirements set forth in the law

The Solomon Amendment allows the Department of Defense entities to obtain information about currently enrolled full-time students who are 17 or older

- Student name
- Address
- Email address
- Phone number
- Age
- Level of education
- Program of study
- Degrees received
- Educational institution in which the student was most recently enrolled



Student Records Release Authorization Form

Completed forms are submitted to Admissions and Records

To file a complaint with the U.S. Department of Education concerning alleged failures by Gavilan College to comply with the requirements of FERPA

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

