



MT SIERRA COLLEGE
NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
 - Written requests should be submitted to the registrar specifying the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be directed to the appropriate custodian of that record.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. A school **MAY** disclose education records without consent when:
 - The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
 - The disclosure is to the parents of a student who is a dependent for income tax purposes;
 - The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
 - The disclosure is pursuant to a lawfully issued court order or subpoena;
 - The information disclosed has been appropriately designated as directory information by the school;
 - The student is seeking or intending to enroll in another school;
 - The disclosure is to school officials who have been determined to have legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.
 - The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901



MT SIERRA COLLEGE

RELEASE OF INFORMATION FORM

NAME: _____ **STUDENT ID:** _____

This form allows you to restrict the release of information except as that release is mandated under the federal Family Education Rights and Privacy Acts of 1974 (FERPA) and the Solomon Amendment. You may choose to restrict the release of Directory Information, Non-Directory Information, Student Finance Information, or all three. You may also authorize the release of information to specific groups or individuals. By default, and in the case of incomplete fields below, Mt. Sierra releases no information.

If you choose to fully restrict the release of information, you will be responsible for the submission of a written request for each release of information to any agency, including potential employers, lending agencies, and parents, except when such release is mandated by law. The College assumes no liability for honoring your instructions that such information be withheld.

Please see the reverse of this form for more information on your rights under the federal Family Education Rights and Privacy Acts of 1974 (FERPA).

I understand that I have the right to restrict the release of private information under the federal Family Education Rights and Privacy Acts of 1974 (FERPA). I authorize Mt. Sierra College to release the following information on my behalf:

DIRECTORY INFORMATION: *Mt. Sierra College designates the following as Directory Information.*

Name	Address	e-Mail Addresses	Telephone Numbers
Dates of Enrollment	Field of Study	Honors	Degrees & Dates Conferred
Previous Education			Club Memberships

Release To: Parent/Guardian Employers Authorized Requestor All None

NON-DIRECTORY INFORMATION: *Mt. Sierra College designates the following as Non-Directory Information.*

<u>INFORMATION TYPE</u>	<u>RELEASE TO</u>	<input type="checkbox"/> All	<input type="checkbox"/> None
Attendance Records	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Employers	<input type="checkbox"/> Authorized Requestor
Courses Completed	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Employers	<input type="checkbox"/> Authorized Requestor
Enrollment Status	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Employers	<input type="checkbox"/> Authorized Requestor
Identifying Data	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Employers	<input type="checkbox"/> Authorized Requestor
Academic Progress	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Employers	<input type="checkbox"/> Authorized Requestor
Financial Aid Data	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Employers	<input type="checkbox"/> Authorized Requestor
Student Accounts Data	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Employers	<input type="checkbox"/> Authorized Requestor

Name of Parent/Guardian: _____

Name of Employer(s): _____

Name of Other: _____

SIGNATURE: _____ **DATE:** _____

This request supersedes any Release of Information Form previously submitted.