



# Lakeshore Technical College

## Official Policy

<b>Policy Title</b> Student Records Confidentiality	<b>Original Adoption Date</b> 7/11/2007	<b>Policy Number</b> SS-003
<b>Responsible College Division/Department</b> Student Services	<b>Responsible College Manager</b> Vice President of Student Services	

### Policy Statement

LTC will not release non-directory information from a student's records to third parties without notifying the student, having written consent, and/or being ordered by the court to provide documentation. Students may request a hearing regarding any "inaccurate, misleading, or inappropriate information" in their official records and files. (See Access and Review procedure.)

Under sections 99.31(a) and 99.34 of Title 34 of the Code of Federal Regulations, applying the Family Educational Rights and Privacy Act, LTC may disclose records to other educational agencies or institutions that have requested the records and in which the student intends to enroll or receive services.

LTC may disclose information about students to their parents by obtaining the student's written consent or by having the parents establish the student's dependency as defined by Internal Revenue Code of 1986, Section 152.

In an emergency, under FERPA, College officials are authorized to disclose, without student consent, education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. Authorization to disclose education records is limited to the period of the emergency. In addition, LTC officials may disclose information from education records to parents, if a health or safety emergency involves their son or daughter.

FERPA allows an institution to designate a unique personal identifier, such as a student's identification number, as long as the identifier cannot be used by unauthorized individuals to directly gain access to student education records. Students must present identification in addition to their identification number before being allowed to view or modify their education records. Information may be released to the student by phone after the identity of the student is verified.

No official transcript may be released without the official seal of the school or WACRAO Fax cover sheet. Transcripts without the seal or cover sheet are unofficial transcripts. This information may not be provided to another party without the written consent of the student in accordance with the Family Educational Rights and Privacy Act of 1974.



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### Reason for Policy

Under the Family Educational Rights and Privacy Act (FERPA) OF 1974, students are entitled to review their own official educational records, and information contained therein, which are maintained by Lakeshore Technical College (LTC).

### Cross References and Legal Review

Sec. 99.31(a) and 99.34 of Title 34, Code of Federal Regulations  
Sec. 152, Internal Revenue Code of 1986  
Family Educational Rights and Privacy Act of 1974

Legal Counsel Review and Approval: 8/3/2007

Reviewed: 3/22/2013

### Definitions

**Directory information:** name; address; telephone listing; date of birth; major field of study; student e-mail address; dates of attendance; current enrollment status; degrees and awards received; the most recent previous educational agency or institution attended; and photos and videos of students for use in college presentations/displays, news releases, publications, and websites.

**Information requiring student consent of release:** social security number, grades, GPA, ethnicity, gender, disability accommodation, and financial aid transcripts.