



Lakeshore Technical College

Official Policy

Policy Title Student Records Confidentiality (FERPA)	Original Adoption Date 7/11/2007	Policy Number SS-003
Responsible College Division/Department Student Services	Responsible College Manager Vice President of Student Success	
Policy Statement		
<p>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.</p> <p>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.</p> <p>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.</p> <p>In the case of an emergency or concern of the health and well-being of a student, 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 child.</p> <p>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 provide personally identifying information before being allowed to view or modify their education records. Examples of personally identifying information may include but are not limited to: student ID#, photo ID, SSN, date of birth, or other demographic or educational information. Information may be released to the student by phone after the identity of the student is verified.</p> <p>No official transcript may be released without the official seal of the school. Transcripts without the seal 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.</p>		



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Reason for Policy

To ensure LTC's compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Historical Data, Cross References and Legal Review

Created/Adopted: 7/11/2007

Reviewed/Revised: 3/22/2013; 3/3/16; 6/7/18; 10/28/19

Cross References:

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

Board Policy: III.B. People Treatment

Definitions

Directory Information: Name; campus email address; field of study/program; current enrollment status; degrees, honors and awards earned at LTC; and photos and videos for use in college presentations/displays, news releases, publications, websites, and social media, or at the discretion of the College President, in cases where sharing a student photo is deemed necessary to help ensure the safety of the campus community.

Non-directory information (requiring student consent of release): social security number, grades, GPA, ethnicity, gender, disability accommodation, financial aid status, and transcripts.