



DISCLOSURE OF INFORMATION (FERPA)

(Please use blue or black ink pen ONLY)

DISCLOSURE OF INFORMATION FROM EDUCATION RECORDS TO PARENTS OF STUDENTS ATTENDING READING AREA COMMUNITY COLLEGE

Recently, many questions have arisen concerning the Family Educational Rights and Privacy Acts (FERPA), the federal law that protects the privacy of students' education records.

What are parents' rights and students' rights under FERPA?

At the K-12 school level, FERPA provides parents with the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 year old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents' rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parents.

While concerns have been expressed about the limitations on the release of information, there are instances listed below where the school can disclose information.

Can a school disclose information to parents in a health or safety emergency?

FERPA permits schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Can parents be informed about students' violation of alcohol and controlled substance rules?

Another provision in FERPA permits a college or university to let parents/guardians of students under the age of 21 know when the student has violated any law or policy concerning the use or possessions of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?

Additionally, under FERPA, schools may disclose information from "law enforcement unit records" to anyone – including parents or federal, State or local law enforcement authorities – without the consent of the eligible student. Many colleges and universities have their own campus security units. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

Can school officials share their observations of students with parents?

Nothing in FERPA prohibits a school official from sharing with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.

Can a student allow additional disclosure with parents?

FERPA prohibits an additional disclosure unless the student provides consent prior to the additional disclosure and the student must state the purpose of the disclosure.

For more information about RACC's policies on FERPA, please visit <http://www.racc.edu/StudentLife/Services/Records/pdf/FERPA.pdf>

Request to waive the disclosure provisions to the Family Educational Rights and Privacy Acts (FERPA)
The following signatory will be filed with Reading Area Community College

Social Security Number

Student ID Number

Date

PRINT: Last Name

First Name

M.I.

☐ I certify that I have read and understand my rights under FERPA.

By signing this form, I attest that I have received a copy of the FERPA regulations, read and understand the policy and wish to relinquish my rights. By signing this form, I understand that disclosure is not immediate and that RACC staff members must secure this document before any information is released to my parents. If I need to update my personal information and/or authorized personnel on my FERPA waiver, I will complete a new FERPA waiver and submit to RACC Records.

Purpose of Disclosure:

Names of Authorized Persons:

This form must be completed in the Records and/or school office and the signature must be witnessed by a professional staff member of Reading Area Community College or the sending school district.

Student Signature

Date

Staff Signature

Date

PRINT: Staff Name