

Clatsop Community College

Code: 6.025
Adopted: 1/26/95
Revised: 07/25/02
05/22/03

STUDENT RECORDS

It is the policy of the college to keep student records in compliance with state and federal laws and regulations. To ensure the confidentiality of student records, the College will establish and maintain student record policies and procedures in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Compliance with federal regulations also requires that the College identify student data that will be designated as "Directory Information." Clatsop Community College considers the following to be directory information and may be released without prior written authorization from the student:

Directory Information

1. Name
2. Address
3. Major field of study
4. Terms attended
5. Degrees and awards received

College staff may refuse to give out directory information if it would be detrimental, if it is determined that there is no need to know, if the request is made over the phone, or if administrative discretion is desired.

END OF POLICY

Legal references:

ORS Chapter 341
Family Educational Rights and Privacy Act (FERPA)

See also: "Student Records" (6.025P); "Deceased Student Records"(6.025P- 2); and "Student Rights and Responsibilities" (6.205).



Clatsop Community College

Statement of Understanding of the Family Educational Rights and Privacy Act

I, _____ understand that by virtue of my employment at
(name-please print)

Clatsop Community College, I may have access to records that contain individually identifiable information regarding students, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I acknowledge that I fully understand the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Clatsop Community College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I have read and understand the College's student records policy 6.025 and the training materials on FERPA titled "Federal Regulations Regarding the Privacy of Student Records" and am aware that the student information designated as "Directory" information by the College is the only information that may be released without the written permission of the student. I am also aware that a student may file a "Request for Non-Disclosure of Student Information" form if he/she does not want even directory information released. I acknowledge that it is my responsibility to learn how to determine if a student has restricted the release of directory information. If I do not have access to this information, I understand that I must refer all requests for student data, even directory information, to the Registrar's Office.

Federal Workstudy Student _____
(signature)

Date _____