



AP 5040 Education Records, Directory Information, and Privacy

References:

The Family Educational Rights and Privacy Act (FERPA);
20 U.S. Code Section 1232g;
10 U.S. Code Section 503
34 Code of Federal Regulations Part 99;
NWCCU Standard 2.C.4
ORS 341.290(17) and OAR 589-004-0100 to 589-004-0750
ORS 180.805
ORS 181A.820 to 181A.829

Clatsop Community College will maintain a cumulative record of enrollment, scholarship, and educational progress for each student.

Education records are those records that relate directly to a student and maintained by Clatsop Community College or by someone acting for Clatsop Community College .
Education records are not:

- A personal memory aid kept in the sole possession of the person who created it and that are not accessible or revealed to anyone, except a temporary substitute for the person who made the record.
- Records of a law enforcement unit of Clatsop Community College .
 - Records of a law enforcement unit means those records, files, documents, and other materials that are created by a law enforcement unit; created for a law enforcement unit; and maintained by the law enforcement unit. Records of a law enforcement unit do not include:
 - Records created by a law enforcement unit and for a law enforcement purpose but that are maintained by a component of Clatsop Community College other than the law enforcement unit; or
 - Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.
- Records relating to an employee, that are made and maintained in the normal course of business; relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose. However, student employee records remain education records.

- Medical or treatment records of a student who is 18 years of age or older, or is attending Clatsop Community College, that are:
 - Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/ her professional capacity or assisting in a paraprofessional capacity;
 - Made, maintained, or used only in connection with treatment of the student; and
 - Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
- Records created or received by Clatsop Community College after an individual left Clatsop Community College and not directly related to the individual's attendance as a student.
- Peer-graded paper grades before the instructor collects and records them.

Release of Education Records

All requests for release of educational records should be directed to the Registrar's office who will work in conjunction with the President's office as needed. No instructor, official, employee, or Board of Education member shall authorize access to student records to any person except under the following circumstances:

- **Education records shall be released pursuant to a student's written consent.**
FERPA release forms are available on the Student Forms section of the website or via email request to registrar@clatsopcc.edu.
- **“Directory information” may be released in accordance with the definitions in BP 3300 Public Records.**
- **Education records shall be released pursuant to a judicial order or a lawfully issued subpoena.**
- **Education records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.**
- **Education records may be released to officials and employees of Clatsop Community College only when they have a legitimate educational interest to inspect the record.**

- **Education records may be released to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or State and local educational authorities, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.**
- **Education records may be released to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.**
- **Education records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.**
- **Education records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.**
- **Education records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.**
- **The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, electronic mail addresses, telephone listings, dates, and places of birth, levels of education, major(s), degree(s) received, prior military experience,**

and/or the most recent previous educational institutions enrolled in by the students.

Federal Immigration Authority Access to Student Records

Oregon law prohibits disclosure of student records to federal immigration authorities for the purpose of enforcing federal immigration laws.

Federal and state laws also make student records confidential and permit their disclosure only in limited circumstances. To assure compliance with applicable federal and state law, Clatsop Community College's employees shall not disclose student records, or information from those records, to federal immigration authorities except as allowed by this procedure and BP 5040 Education Records, Directory Information and Privacy. See also AP 3801 Sharing or Disclosing Citizenship or Immigration Status or Country of Birth Information or Other Protected Information.

Charge for Transcripts or Verifications of Student Records

A student/former student may order copies of the transcript of his/her/their record, at the published rate per copy.

Electronic Transcripts

Clatsop Community College may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

Use of Social Security or Tax ID Numbers

Clatsop Community College may request social security or tax ID numbers during the admission process and as required for state, federal, grant and financial aid reporting. Participation in these programs is voluntary and may require a social security or tax ID number.

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