

## Notification to Students-FERPA

**The Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their educational records. These are the right to:

1. Inspect and review his/her educational records within 45 days of the day the College receives a request for access. The student should submit to the registrar or head of the academic department written requests that identify the record(s) he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. Request the amendment of his/her educational records that he/she believes is inaccurate or misleading or otherwise violates his/her privacy rights under FERPA. The student may ask the College to amend a record that is believed to be inaccurate or misleading. The student should contact, through written correspondence, the College official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the student will be notified in writing of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student receives notification of the right to a hearing.
3. Provide written consent before the College discloses personally identifiable information from his/her education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Linn State Technical College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee or assisting another official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Linn State Technical College has designated directory information, according to the Family Educational Rights and Privacy Act of 1974, to be the student's: name, address, telephone number, date of birth, photograph, e-mail address, enrollment status (full-time/part-time), major field of study, dates of attendance, degrees and awards received, and expected graduation date. A student may block the release of any or all directory information by submitting a written request detailing the information to be withheld to the Registrar within the first three weeks of the semester. This information will be withheld until the student relinquishes the request in writing.
4. File a complaint with the U.S. Department of Education concerning alleged failures by Linn State Technical College to comply with the requirements of FERPA. The contact information of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
202-260-3887 Phone  
202-260-9001 Fax  
[ferpa@ed.gov](mailto:ferpa@ed.gov) E-mail**