

WHAT IS FERPA?

FERPA, or the Buckley Amendment, prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than **directory information**) without the written consent of the student.

WHAT IS DIRECTORY INFORMATION?

Directory Information may be released to a third party upon request. Such information includes the following:

- Name
- Address
- Dates of Attendance
- Degrees and Awards Received
- E-mail
- Enrollment Status
- Institutions previously attended
- Major Field of study
- Photograph
- Year in school (freshman, etc.)

Students have the right to submit a request in writing to the Office of the Registrar to block the release of their directory information.

DO I HAVE TO SIGN THIS FORM?

Students are not obligated to complete this form. However, it is recommended that this form is submitted once per academic year to the Office of the Registrar to maintain accurate and updated information.

CAN I CHANGE MY MIND?

Students have the opportunity to submit new forms at any time of the academic year.

WHAT INFORMATION WILL BE RELEASED TO THE NAMES I PROVIDE?

The individual(s) will have access to the following area(s):

- Academic —All information associated with the student's academic record (e.g. schedule, grades, degree audit, graduation status).
- Advisor—Speak/Communicate with Advisor/Academic Coach regarding all aspects of academic advising.
- Billing Information—All information associated with the student's ledger at FHCHS.
- Disciplinary—All information associated with the formal disciplinary decisions made by the College Disciplinary Committee.
- Financial Aid—All details associated with the packaging of the Financial Award (e.g. income, awards).
- Instructor—Speak/Communicate with course instructor regarding all aspects of student communication and performance in the course.

FERPA FOR PARENTS

When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, *FERPA* rights transfer to the student. However, *FERPA* provides ways in which a school **may** disclose information from a student's education records.

- Students may give permission for a third party to access his or her records by filling out the *Student Records Release Authorization Form*.
- Parents may obtain directory information only at the discretion of the College.
- The College may disclose non-directory information without consent under the following conditions:
 - The student is claimed as a dependent for tax purposes (tax documentation is required to prove dependence).
 - A health or safety emergency which involves their son or daughter.
 - The student is under the age of 21 and has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

IF I AM DEPENDENT ON MY PARENT/GUARDIAN, DO THEY HAVE ACCESS TO MY RECORDS?

FHCHS may disclose, but is not required to disclose, a student's records to the taxpayer who is entitled to claim, and has claimed, the student as a dependent, as defined in Section 152 of the Internal Revenue Code. The student must contact the Financial Aid/Business Office for more information.