

## PUBLIC INFORMATION POLICY AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pursuant to the provisions and intent of Chapter 552, Texas Government Code, known as the *Public Information Act*, and the *Family Educational Rights and Privacy Act (FERPA) of 1974*, as amended, known as the *Buckley Amendment*, the college has established a policy relating to the accessibility of student information in the custody of the college.

FERPA affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records after the college receives a written request for access. Students should submit to the Registrar, or other appropriate official, written request that identifies the record(s) they wish to inspect. Records will be furnished to the student at reasonable cost. 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 records are not maintained by the college official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. The student should write to the college official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Consent must be in writing and specify the records to be released, the reasons for such release, and to whom the information is to be released. Personal information shall be transferred to a third party outside of the college only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student. The third party is expected to adhere to the FERPA guidelines upon receipt of this information. The college shall include with any information released, a written statement which informs the receiver of the information and conditions of disclosure.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wade College to comply with the requirements of FERPA. The name and address of the officials that administer FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

5. Directory information regarding the student will be provided to the public upon request unless the student files a request in the Office of the Registrar asking to be excluded from the directory or from any other request for open directory information from outside entities. The request should be submitted prior to the 12<sup>th</sup> class day of each new trimester.

A request to withhold information may be submitted after the stated deadline, but information may be released between the deadline and receipt of the request. The file of a student who has asked to be excluded from the directory information will remain flagged until the student requests that the flag be removed.

Directory information consists of a student's full name, address, e-mail address, telephone number, date and place of birth, major field of study, classification, participation in officially recognized activities, dates of attendance, degrees, and awards received, the last educational agency or institution attended previous to Wade College, and photograph.

6. Wade College will disclose information from a student's educational records only with the written consent of the student, except:
  - To school officials who have a legitimate educational interest in the records. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review educational records in order to fulfill his or her professional responsibility.
  - To officials of another school, upon request, in which a student seeks or intends to enroll.
  - To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported educational programs.
  - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  - If required by state law requiring disclosure that was adopted before November 19, 1974.
  - To organizations conducting certain studies for or on behalf of the college.
  - To accrediting organizations to carry out their functions.
  - To comply with a judicial order or a lawfully issued subpoena.
  - To appropriate parties in a health or safety emergency.
  - To parents of a dependent student, or such parents as defined in Section 152 of the Internal Revenue Code of 1954.

For any other information regarding the college's policy on access to records and to request accessibility to college records, contact the Office of the Registrar.