

Summary of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA), first enacted in 1974, is a part of the Code of Federal Regulations (CFR, title 34, part 99). Its purpose is to set out requirements for the protection of privacy of parents and students by determining how educational institutions collect and disseminate educational information. You may be familiar with the Family Educational Rights and Privacy Act from your experience in high school. However, under FERPA, the “ownership” of the record changes from the parent to the “eligible student” when the student is over the age of 18 or is enrolled in a post-secondary institution – such as Warren County Community College. Students have the right to inspect and review their educational record; the right to request an amendment to their record; and the right to have control over disclosure of their personally identifiable information (such as grades and class schedule). Educational Records include but are not limited to a student’s academic, counseling, financial, and disciplinary records covered under FERPA.

Warren County Community College will not release any educational records, covered by FERPA, without written permission and consent from the student. **This includes disclosure to a student’s parents.** Correspondence that is mailed will be mailed to your student’s permanent or local address.

Even with written permission, FERPA does not give parents the right to directly contact instructors, advisors, or administrators to discuss assignments, grades, attendance or other issues. In addition to academic instruction, Warren County Community College prides itself on preparing its students for adulthood. This includes the student taking responsibility and agency for his or her own academic performance.

FERPA allows schools to disclose educational records, without consent, to the following parties or under the following conditions:

- A. School officials with legitimate educational interest;
- B. Other schools to which a student is transferring;
- C. Specified officials for audit or evaluation purposes;
- D. Appropriate parties in connection with financial aid to a student;
- E. Organizations conducting certain studies for or on behalf of the school;
- F. Accrediting organizations;
- G. To comply with a judicial order or lawfully issued subpoena;
- H. Appropriate officials in cases of health and safety emergencies; and