

## 4.085 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### POLICY:

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your records. They are:

1. The right to inspect and review your education records within 45 days of the day Centralia College receives a request for access. You should submit to the registrar written requests that identify the record(s) you wish to inspect. The registrar will arrange for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of your education records that you believe inaccurate or misleading. You may ask Centralia College to amend a record that you believe is inaccurate or misleading. You should write the registrar, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. Note: if you wish to request a change of grade that has been recorded correctly on your records, you must follow a separate complaint procedure. Information about the process to challenge a correctly recorded grade is available from instructors, advisors, counselors, and deans. If Centralia College decides not to amend the record as requested, you will be notified and advised of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Centralia College in an administrative, supervisory, academic or research, or support staff position (including security, alumni office, and development office personnel); a person or company with whom Centralia College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks. Volunteers and interns serving in any of these capacities are also considered school officials. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, Centralia College may disclose education records without consent to officials of another school in which you are currently enrolled, receive services, or seek or intend to enroll.
4. The right to prevent disclosure of directory information. Centralia College routinely publishes and discloses directory information about students to various requestors. Directory information consists of name, address, telephone listing, field of study, weight and height of athletes, most recent previous school attended, photographs, date and place of birth, participation in officially recognized activities and sports, dates of attendance, honor roll, degrees and awards (including names of scholarships), e-mail address, advisor's name, and full- or part-time status. In addition, level of education and prior military experience may also be provided to representatives of the department of defense for recruiting purposes.
5. If you choose to have Centralia College not release your directory information, notify the registrar in writing by using the form available in the Office of Admissions and Records. You should be aware that asking Centralia College to withhold directory information might prevent other colleges and employers from receiving information that might be to your advantage.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Centralia College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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