



POLICIES & PROCEDURES

Title: The Family Educational Rights and Privacy Act (FERPA)

Effective Date: 08/2001

Revised Date: 04/2023

Department: Enrollment Services

Purpose

LDCC recognizes that maintaining student information and academic records is vital to our student's education and to institutional research. Enacted by Congress in 1974, The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA requires faculty, staff, and administrative officers at Louisiana Delta Community College (LDCC) to treat education records in a legally-specified manner, outlining procedures for providing student access to such record, procedures for maintaining the privacy of student records, and institutional penalties for violation of its stipulations.

Scope

The entire College community.

Policy

The College is obligated to exercise discretion in recording and disseminating information about all students to ensure privacy is maintained. In accordance with FERPA, parents or eligible students have the right to inspect and review the student's education records maintained by the school. However, LDCC assumes that all students are independent unless the parents document dependency. Parents may document dependency by showing that the student is listed as a dependent on the parents' latest Federal Income Tax return.

FERPA allows schools to disclose a student's education record, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The Act further provides that certain information designated as “Directory Information” may be released by the College about the student. Written permission from the student is not required for the release of Directory Information. Although FERPA does not require the release of Directory Information, an educational institution is allowed to designate certain types of information that may be released without seeking written permission from the student. LDCC designates the following items as Directory Information:

1. Name/s
2. Address(es)
3. Date of birth
4. Dates of attendance
5. Degrees and dates received
6. Current schedule of classes (released to LDCC, local, state, and federal law enforcement agencies only)
7. Classification (e.g., freshman, sophomore)
8. Program and major
9. Full- and part-time status
10. Level (i.e., undergraduate)

Students have the right to prohibit the release of all or part of any item(s) listed as Directory Information by submitting a Permissions Restrict/Release Educational Records form. This request to restrict the release of information becomes a part of the student’s record and remains in effect (even after graduation) until the student instructs the College, in writing, to remove the hold status on the record. Requests for releasing any Directory Information should be directed to the Registrar to release the information hold on his/her record.

Procedure

Students who restrict their Directory Information must submit the Permissions Restrict/Release Educational Records form to the Registrar’s office. A confidential hold will be placed on their record which prevent any Directory Information from being pulled for any purpose.

Requests for releasing any Directory Information should be directed to the Registrar to ensure that the student has not placed a hold on his/her record. If the person making the request fits the profile of those previously described who are allowed access to education records without the student’s permission, the records may be released; this information can be released even when access is prohibited in writing by the student. Directory Information may be provided to the requestor by mail, by telephone, or in person.