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## Student Notification of FERPA Rights

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registraroffice@carroll.edu <registraroffice@carroll.edu>

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Reply-To: registraroffice@carroll.edu

To: jramirez@carroll.edu



OFFICE OF THE REGISTRAR

### Carroll College Student Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- 1. The right to inspect and review the student's education records within 45 days after the day Carroll College (the "school" or "institution") receives a request for access.** A student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that 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 education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Carroll College decides not to amend the record as requested, Carroll College will notify the student in writing of the decision and the student's 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 provide written consent before Carroll College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Carroll College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by Carroll College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Carroll College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Carroll College. Upon request, the school also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Please see "Disclosures Postsecondary Institutions May Make Without Consent" for more information about disclosures without prior written consent.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Carroll 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  
400 Maryland Avenue, SW  
[Washington, DC 20202](#)

### Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, does permit the release of information designated as "directory information" to third parties outside of the College without consent of the students. **Carroll College designates the following categories of student information as public or directory information.** Such information may be disclosed by the institution at its discretion.

Student name (including previous names), current enrollment, dates of attendance, class standing, previous institution(s) attended, major fields of study, awards, honors, degree(s) title and date conferred, full-time or part-time status, address, email address, telephone numbers, date of birth, and past and present participation in officially recognized sports and activities, including physical factors (height, weight of athletes).

Currently enrolled students may choose to disclose all or no directory information. **To withhold disclosure, written notification must be received in the Registrar's Office no later than October 1 or March 1 or June 1 for the current academic year.** Directory information will then be withheld indefinitely until the Registrar's Office receives a written revocation of the request for nondisclosure from the student.

Please consider *very carefully* the consequences of your decision to withhold directory information. This decision will impact our ability to include your name in public announcements about honors and/or accomplishments as a Carroll student. Should you decide to inform the Registrar's Office not to release directory information, any further requests for information from non-institutional persons or organizations will be refused until you, the student, notify the College in writing.

The College will honor requests to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release information. Regardless of the effect upon the student, the institution assumes no liability as a consequence of honoring instructions that directory information be withheld. **If the student does not return the "FERPA Disclosure of Directory Information" form (found in the MyCarroll Document Center) to the Registrar's Office by the specified date, the College will assume that permission has been granted to release all directory information.**

A complete copy of Carroll College's FERPA policy is available in the [current College Catalog](#).

**Please complete the "FERPA Disclosure of Directory Information" form (found in the MyCarroll Document Center) and return it to the Registrar's Office by October 1 or March 1 or June 1 of the current academic year. For more information, stop by the Registrar's Office in O'Connell Hall or call us at (406) 447-5435.**

### Disclosures Postsecondary Institutions May Make Without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

1. To other school officials, including teachers, within Carroll College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
5. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
10. Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
13. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Sincerely,

Cassie E. Hall  
Registrar