



Information contained in a student's educational record which would not be considered harmful or an invasion of privacy if disclosed.

Directory information can be released without a student's consent unless the student has requested the information be withheld.



Hartnell Directory Information includes:

Name of student

Major field of study

Full or part-time enrollment status

Dates of attendance

Degrees, certificates, and awards received including honors, scholarship awards, athletic awards, Dean's list, and President's list recognition Degrees, awards, scholarships, and honors received





Yes, but only if requested by the student

Students must notify the Admissions and Records Office in writing or by submitting an Authorization for Release of Student Record form that they wish to have their Directory Information withheld from release.

Students have until the ninth week of the fall and spring semesters to submit their request to opt out of directory information.



Yes

if the student has NOT requested that Directory Information be withheld

No

If a student has requested that directory information be withheld, no information can be released

To anyone within Hartnell who does NOT have a need to know

Any handwritten, printed, computerized, videotaped, audiotaped, filmed, microfilmed, microfiched, or emailed information that...

Contains information directly related to the student and

Is maintained by the institution, agency or party acting in its behalf.



All rights transfer from parents to the student when: the student reaches 18 years of age OR when attending any school beyond the secondary level

However, Hartnell will not release a minor's records to parents without written permission from the student

Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules. However, Hartnell still requires written permission from the student

The Department interprets FERPA to permit schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.



Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Additionally



The law allows disclosure without consent to:

School employees who have a legitimate educational interest or need to know

Other schools, upon request, in which a student is seeking or intending to enroll

Accrediting organizations

Organizations doing certain studies or research on behalf of Hartnell

Appropriate parties in connection with financial aid

Those requesting Directory Information on a student provided the student has not requested this be withheld

The law allows disclosure without consent to:

Parents of dependents by IRS rules, (Hartnell requires consent)

To law enforcement or judicial system as defined

Certain governmental agencies – US Dept. of Education, state educational authorities in connection with an audit, the US Attorney General

School officials who have a need to know concerning disciplinary action

Appropriate parties who need to know to in cases of health and/or safety of student and/or others

Information regarding any violation of college policy, state federal or local law, or related to the use of alcohol or a controlled substance

Financial information submitted by their parents

Confidential letters and recommendations placed in student files before Jan. 1, 1975

Educational records containing information about another student such as grades, test scores, etc.



Opportunity

DON'T GIVE IT OUT!

Refer the request to the Admissions and Records Office or the Student Affairs Office

Lawsuit

Loss of Federal funding

Conviction of a misdemeanor under the Public Information Act to include confinement in the county jail not to exceed 6 months, a fine not to exceed \$1000 or Both

Dismissal

WHEN IN DOUBT...

DON'T GIVE IT OUT!

Refer the request to the Admissions and Records Office or the Student Affairs Office



Sara's father is a faculty member at Hartnell. He heard that you had a counseling session with Sara and that you helped her select some classes.

He asked you what her GPA was last semester. How should you respond?

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this information, even though he works at Hartnell. Explain that because of FERPA, you

The Hartnell Foundation Office would like to issue a press release titled "2017 Dreamer's Scholarship Recipients"

The press release will only list the name of the student, which is a Hartnell directory item and can be released.

Is this a FERPA violation?

The Hartnell Foundation Office would like to issue a press release titled "2017 Dreamer's Scholarship Recipients"

The press release will only list the name and the amount of the scholarship.

Is this a FERPA violation?

Yes even though the list only includes directory items, the title of the press release infers a link to non-directory information such as residency status.



One of our students was hired by a local company who we have a great relationship with. In fact, the company is a large donor.

The owner of the company is considering promoting the student when he graduates, but is asking how he is doing in his classes.

Can we give out this information?

No this would be a FERPA violation. The information would be non-directory information and should not be released.

Open your browser and navigate
to:

kahoot.it

Get ready to enter the game pin code



Questions?