



FERPA Guidelines & the Release of Student Educational Records

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student’s education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. Woodland Community College complies with FERPA and has strict policies and procedures in place governing student records. In general, the College does not permit access to a student’s records or disclose information in them to anyone (including a student’s parents) without the student’s written consent. The student’s age is not a factor.

Why is FERPA useful and necessary?

FERPA affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records. The exception to this is “Directory Information” which can be disclosed without consent.

What is considered DIRECTORY INFORMATION?

An exception permitted by FERPA is the release of Directory Information to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed.

WOODLAND COMMUNITY COLLEGE HAS A MORE RESTRICTIVE DEFINITION OF DIRECTORY INFORMATION.

The following Directory Information may be released without student signature of approval:

Name	Address	Telephone Number
<ul style="list-style-type: none"> • Date and Place of Birth 	<ul style="list-style-type: none"> • Major field of study 	<ul style="list-style-type: none"> • Dates of attendance
<ul style="list-style-type: none"> • Degrees and awards received by students, including but not limited to honors, scholarship awards, athletic awards and Dean’s List recognition 	<ul style="list-style-type: none"> • Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members 	<ul style="list-style-type: none"> • Most recent public or private school attended by the student

In most instances all other student educational record information may not be released without written consent of the student, other than to school officials with a “need to know”. This includes, grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information.

What does this mean for parents?

This means that no matter the age of your student, college officials may only share general information with you about college policies and procedures and cannot share specifics about your student UNLESS the student gives prior written permission. Ideally, students will interact with the College on their own behalf.

When CAN WCC share information with Parents without student consent?

Information may be shared with parents or other appropriate family members if there is a health or safety emergency.

Whom do I contact if I need to review my student records, or if I feel that there is an error with my educational records?

Please make a request in writing to the Admissions and Records Office. Please be specific about what records you are requesting to review or amend. Provide appropriate documentation if necessary.

For more information about FERPA, please go to the Admissions webpage and click on the FERPA link.

