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| Privacy, Access to, and Amendment of Student Records Procedure | Procedure Number | 3.4.2P |
| | Effective Date | January 24, 2012 |

1.0 PURPOSE

In accordance with Board Policy 3.4 Student Records, the purpose of this procedure is to outline the College's compliance with federal and state law and provide guidance on records.

Adopted on:

1/24/12

Revised on: 7/19/12 (federally mandated changes only); 10/23/23

3.0 PERSONS AFFECTED

Students, faculty and staff are affected by this procedure.

4.0 DEFINITIONS

- A. —Family Educational Rights and Privacy Act
- B. – Any person who attends or has attended Laramie County Community College.
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5.0 Procedures

A. FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students are notified of their rights in the catalog and through the publication of this procedure in the Student Handbook. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- 3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

B. Disclosure of Education Records

Prior written consent is required for LCCC to release education records except as allowed under FERPA. Under certain conditions a school may non-consensually disclose personally identifiable information from education records:

- 1) To college officials with a legitimate educational interest;
- 2) Directory information may be released without student consent. Students who wish to have directory information not released may request this in writing with the Office of the Registrar;
- 3) To institutions in which a student seeks to enroll (LCCC must make a reasonable attempt to notify the student prior to release of information);
- 4) In connection with financial aid for which the student has applied;
- 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) to improve instruction;
- 6) To accrediting organizations to carry out their accrediting functions;
- 7) To the parents of a dependent student;
- 8) To appropriate officials in connection with

C. Inspection of Records

Students may inspect and review their educational records by submitting a written request to Office of the Registrar. These requests should identify as precisely as possible the record or records the student wishes to inspect. The Office of the Registrar will coordinate with the appropriate records custodian to make arrangements, and will notify the student of the time and place where the records may be inspected. ~~AV~~ mtoc