

What rights does FERPA afford students with respect to educational records?

- The right to inspect and review their educational records within 45 days of the day the college receives requests for access.
- The right to request an amendment to the students' education records that students believe are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in students' education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file complaints with the U.S. Department of Education concerning alleged failures by the 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 Ave., S.W.

Washington, D.C. 20202-4605

It is the policy of the Alabama State Board of Education and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, disability or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

What is not included in an educational record?

- Sole possession records or private notes held by school officials not accessible or released to other personnel;
- Law enforcement or campus security records solely for law enforcement purposes;
- Records relating to individuals who are employed by the institution, i.e., work study student records.
- Records relating to treatment provided physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals and disclosed only to individuals providing treatment;
- Records of institutions that contain information about individuals obtained only after they are no longer students at these institutions, i.e. alumni records.
- Financial information submitted by parents.



LAWSON STATE COMMUNITY COLLEGE

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Know Your Rights

Lawson State Community College

Policy on Confidentiality of Student Records (FERPA)



Office of Student Records

Family Educational Rights and Privacy Act Guidelines for Lawson State Community College

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides students the right to inspect and review educational records, the right to seek to amend those records, and the right to limit disclosure of information from the records.

Who is protected under FERPA?

Students who are currently or formerly enrolled, regardless of their age status in regard to parental dependency. FERPA guidelines do not apply to students who apply for admission but never attended, nor does it cover deceased students.

Parents of students termed as “dependent” for income tax purposes may have access to the student’s educational records. A copy of parents’ most recent federal income tax returns, on which the parents declared students as dependent, must be submitted to the Office of Student Records to document “dependency.”

What are educational records?

“Educational records” include any student records in the possession of any LSCC personnel which are shared with or accessible by other individuals. The records may be handwritten, printed, or

electronic, i.e., computer, magnetic tape, film or some other electronic medium. FERPA coverage includes records, file documents, and data directly related to students. This includes transcripts or other records obtained from other schools in which students previously enrolled. With certain exceptions, students have rights of access to those records which are directly related to him/her and which are maintained by LSCC.

What is directory information?

“Institutions may disclose information on students without violating FERPA if it has designated that information as directory information.” At LSCC such information includes students’ names, dates of attendance, participation in officially recognized activities, certificates, diplomas, degrees, any other awards received, hometown, and names of parents and/or spouse. Typically, the college releases such information when it distributes news releases that list honor rolls, names of graduates, etc. Students who do not wish to be included in the release of directory information should make that desire known, in writing, to the Dean of Students.

Who may have access to student information?

- Students and any outside parties having students’ written requests.
- School officials (as defined by the college) who have “legitimate educational interests”.
- Parents of dependent students as defined by the Internal Revenue Code.

- Persons responsible to lawfully issue subpoenas or court orders, as long as the college first makes reasonable attempts to notify students. Normally, the college will comply with a subpoena within two weeks from the day subpoenas are received.

When is a student’s consent not required to disclose information?

- For school officials having legitimate educational interests;
- For federal, state, and local authorities involving audits or evaluations of compliance with educational programs;
- In connection with financial aid (this includes veteran’s benefits);
- For organizations conducting studies for or on behalf of educational institutions;
- For compliance with the Solomon Amendment;
- For parents of dependent students;
- To comply with judicial orders or subpoenas;
- In health or safety emergencies;

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