

Name: _____

L#: _____

The Family Educational Rights and Privacy Act of 1974 (FERPA)

As an employee of Lane Community College you must be aware of the Family Educational Rights and Privacy Act of 1974 (FERPA), which mandates that all Lane employees protect student records, with some exception, from public disclosure. It is important that you as a staff member understand your responsibility in terms of following the conditions of FERPA as it relates to releasing information relative to students enrolled at the college.

The purpose of FERPA is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review educational records, the right to seek to have records amended, and the right to have some control over the disclosure of information from the records.

You may review Lane's policies regarding FERPA on-line in the College On-line Policies and Procedures (COPPS) at <http://lanecc.edu/cops/release.htm>, in the Policies and Student Code section of the class schedule each term, and in the procedures section of the catalog each year.

Lane Community College has designated the following items as "directory" information, meaning if you have access to this information, you may release it without written permission from the student:

Student Name(s)	Degrees awarded	Weight/Height of athletic team members
Degree Program/Major Field of study	Date of graduation	Participation in official activities/sports
Enrollment Status (half-time/full-time only)	Honors	Most recent previous school attended and photograph
Email addresses	Dates of attendance (not including daily attendance, but whether they are enrolled for the term in question)	

If a student has completed the Student Information Release process in myLane, they may restrict the release of the directory information. In this case, the word "Confidential" will appear by their name in the faculty address rosters in myLane and in each Native Banner student record. In this case, you must respond to any inquiry for this student with the statement "THERE IS NO INFORMATION AVAILABLE ON THIS PERSON". The only exception is if the student has provided a password and the person inquiring volunteers this password and it can be verified in SPACMNT in Banner.

Employees at Lane Community College who are parents, spouses, partners, friends or relatives of any kind, of a Lane Community College student, do not have access to information on these students beyond directory information. Employees may not access or amend their own records in Native Banner. Employees may not access or amend the Native Banner records of members of their household or families, as well.

Questions or requests for training on FERPA, as it applies to your work for the college should be directed to Helen B. Garrett, Dean of Enrollment Management Systems, garreth@lanecc.edu

I have read the above in its entirety and will comply with the Family Educational Rights and Privacy Act.

Signature: _____ Date _____