

NORTHWOOD TECHNICAL COLLEGE



ADMINISTRATIVE PROCEDURE: J-113A TITLE: [Student Privacy \(FERPA\)](#)

CROSS-REFERENCE(S):

J-113 (Administrative Policy – Privacy of Student Educational Records)
J-113 ADD (Addendum – FERPA: When Can Education Records be Shared Without Student Consent?)
J-113A ADD-1 (Addendum – FERPA Definitions for Procedure)
J-113A ADD-2 (Addendum – Annual Notification of Student Rights under the Family Educational Rights and Privacy Act (FERPA))
J-113A ADD-3 (Addendum – Family Educational Rights and Privacy Act (FERPA) for staff)

The Family Educational Rights and Privacy Act (FERPA) of 1974 helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, to seek to amend those records, and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.

Students who are currently enrolled or formerly enrolled, regardless of their age or parental dependency status, are protected. FERPA does not apply to deceased students or persons who have applied, but have not attended the college.

The following may have access to student records:

- The student and any outside party who has the student's written consent.
- Parents of a dependent student as defined by the Internal Revenue Code; parents of students termed dependent for income tax purposes.
- A person in response to a lawfully issued subpoena or court order.

Student information may be disclosed without student's consent, as an exception to FERPA, under the following conditions:

- To certain federal, state and local authorities in connection with an audit or evaluation of state or federally supported educational program.
- To comply with a judicial order or subpoena.
- To the Internal Revenue Service in compliance with the **Taxpayer Relief Act**.
- To college officials who have a legitimate educational interest.
- To other institutions where the student is dually enrolled, seeks, or intends to enroll.

Procedure Adopted: March 4, 2008

Procedure Reviewed: February 12, 2021



PRESIDENT
NORTHWOOD TECHNICAL COLLEGE