

## **Annual FERPA Notification**

Under the Family Educational Rights and Privacy Act (FERPA) you are afforded certain rights when it comes to your education records. The information below outlines these rights:

### **Disclosure of Personally Identifiable Information**

Your education records are not accessible to a parent or guardian without your written consent, unless they provide a certified copy of the most recent Federal income tax return that shows you are a dependent. However, if the college believes it is in the student's best interest, information from your education records may be released to a parent or guardian in cases such as:

- When a student's health or safety is in jeopardy
- When a student engages in alcohol- or drug-related behavior that violates college policies
- When a student has been placed on academic warning
- When a student has voluntarily withdrawn from the college or has been required by the college to withdraw
- When a student's academic standing is at issue
- When a student has been placed on disciplinary probation or restriction
- When a student engages in behavior calling into question the appropriateness of the student's continued enrollment in the college

You have the right to consent to disclosures of personally identifiable information contained within your education records, except where FERPA authorizes disclosure without consent. Information may be released:

- To the student
- To the parents of a dependent student
- To a college official
- To a party seeking directory information
- To a party receiving the information pursuant to a judicial order or lawfully issued subpoena
- Regarding student disciplinary proceedings as expressly permitted by FERPA
- To parties otherwise authorized to receive the information pursuant to FERPA

If you'd like information to be released to a third party, please file a "Student Information Release" form with the Registrar.

### **What is directory or public information?**

FERPA allows colleges to identify certain types of information called "directory information" (like name, degree earned, date of graduation, etc.) that may be disclosed without student consent at the College's discretion. However, Laguna College of Art + Design does not have any "directory information" categories and will NOT release any information regarding the student's record unless the student files a Student Information Release form with the Registrar. However, please note that your name and major will be printed in the commencement brochure at time of graduation unless you request otherwise.

## **Access to Education Records**

If you'd like to inspect and review your education records, make a request in writing to the Registrar, identifying which records you'd like to review.

## **Amendment of Education Records**

If you believe your education records are inaccurate or misleading, make a request in writing to the Registrar, identifying which records you wish to have amended and providing supporting documentation as to why you desire this amendment.

## **Filing a Complaint**

If you feel the college has failed to comply with FERPA requirements, you have the right to file a complaint with the U.S. Department of Education's office that administers FERPA at:

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

## **College Officials with Legitimate Educational Interests**

Your education records may be disclosed, without consent, to college officials with legitimate educational interests. These include people employed by the college in administrative, supervisory, academic, research or support staff roles; people contracted by the college for particular services; people serving on the Board of Trustees; students serving on official committees or assisting other school officials in performing tasks, or volunteers or other non-employees with legitimate educational interests. And a legitimate educational interest is present if the college official needs to review an education record in order to fulfill professional responsibilities.

## **Using Your Social Security Number**

Due to identity theft concerns and privacy issues, you will no longer be asked to provide your social security number as a personal identifier. Instead, you have been assigned a student ID number on your student ID card that you can use to access your educational records, as needed.