

## Annual FERPA Disclosure

Dear Students,

Under the provisions of the Family Educational Rights and Privacy Act of 1974, colleges may disclose their student's directory information. However, students have the right to request that the College not disclose certain information. (Further information about records and access is available on page 59 of the current Course Catalog under Access to Records).

I have included a YouTube video that explains the FERPA process from both the student and the student-employee perspective. I would encourage you to watch this short video.

<https://www.youtube.com/watch?v=97Qor3tebGE>

The information available in the College online campus directory (People Search) includes each student's name, local and permanent address, and local telephone number and photo. For inquiries from off-campus computers, no student information is shown. Please note that faculty, staff, and other students may sometimes disclose the online information to those, not within the campus community.

Additional student information that may be released in other circumstances, i.e., press releases, etc. includes date and place of birth, participation in activities representing the college, dates of attendance, classification (if not graduated), major field of studies, degrees, and awards received, and the most recent previous educational agency or institution attended by the student.

If you do not wish the College to disclose some or all of this information, please respond and we can schedule a time to meet to discuss the other options available.

Please let me know if you have any questions.

Bridget

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**"Always keeping students at the center of our work"**