

The release of information contained in MWCC student records, especially grades, transcripts, and financial aid information, is strictly controlled and regulated by federal law, the Family Educational Rights and Privacy Act (FERPA).

requires the requesting party to attach documentation that verifies the student was claimed as a dependent on the most recently filed IRS tax return. Once this form and documentation is received, the student will be notified of the request prior to the release of the requested information 10 days hence. Student information is subject to the guidelines of FERPA even if the student is below the age of 18.

Students may choose to have their student records provided to parents or other third parties on a one-time or one-year basis by completing the student record information waiver form (available in the records office or dean of students office).

Directory Requests:

Requests for the entire student directory, requests from any military sources under the Solomon Amendment, or requests for a "class" of students, such as all students in any one major, should be directed to the records office.

Questions about the release of any student records should be directed to Dr. Richard Pastor, associate dean of student services and enrollment management (978) 630-9117 or Ann McDonald, dean of student and enrollment management. (978) 630-9164

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)



444 Green Street, Gardner, MA 01440-1000



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The Family Educational Rights and Privacy Act (FERPA):

FERPA requires the college to protect the privacy of student record information with regard to access to a student's college records, the release of such records, and the opportunity to challenge records should they be inaccurate, misleading, or inappropriate. The *College Catalog* and *Student Handbook* detail the types of records available for inspection and the procedure to access these records.

No information, other than the data determined to be "directory information" can be provided to a custodial parent, non-custodial parent, or other third party without the permission of the student unless very specific criteria have been met.

FERPA requires the college to establish a policy with regard to the data items that can be released to third parties upon request, and to establish the procedures for the release of such information. Students have the option of making their "file" and "data" confidential. Students choosing to have their data marked as confidential are identified in the student information system (Banner) and their information is excluded from the college's directory information.

Releases of information other than directory information must be duly recorded in the individual student record noting whom the release was made to, the content of the release, and the purpose of the release.

Directory Information:

The college annually updates and identifies the data that will be designated as "directory information." This information can be released to the public without the student's consent following specific request procedures. Directory information will not be released if the student has requested in writing to keep their information confidential (see above).

Students may request that their records be coded as confidential at any time by completing the request at the MWCC records office.

The MWCC directory information* includes:

- Student's first, middle initial, and last name
- The city and state of the student's billing address
- The student's declared program(s) of study
- The student's dates of attendance and enrollment status (full-time or part-time) for all period(s) of enrollment
- Academic degrees and awards received
- College sponsored e-mail addresses

* As of October 2003

Any other information such as schedule, attendance, and grades are considered to be personally identifiable information and cannot be released to a third party, including parents, without the student's written consent.

The procedure to request MWCC directory information is as indicated below. Directory information requests are not recorded in individual student records.

- Requests for confirmation of academic degrees, academic awards/honors, and dates of attendance by employers and colleges, and the confirmation of enrollment status for insurance purposes may be taken by telephone
- The requests for additional information must be made in writing (a fax is acceptable) on the letterhead of the company, agency, or school requesting the information
- If the request is being made by an individual the request needs to indicate the address and phone number of the requester and the reason for the request

Parent Access to Records:

Student records may be released to a parent (either custodial or non-custodial) of the student without the student's prior approval only when the MWCC parent information request form (available in the records office or dean of students office) has been completed. This form