**FERPA – Family Educational Rights and Privacy Act**

Federal law that governs educational records. Grants specific rights to students and regulates how institutions must handle educational records, including grades.

**What is an educational record?**

Any record the NTC keeps that is directly related to a student and includes academic records, financial aid records, disciplinary records, student photo ID, etc. Private notes that a staff member or instructor uses as “memory jogger” or personal observations would not be considered an educational record.

**What information can be share (by the college) without a student’s signed consent?**

The college can share “Directory information” without the student’s written authorization. At NTC “Directory information” includes:

|  |  |
| --- | --- |
| •Student Name | •Dates of Attendance |
| •Student Address and Phone Number | •Degrees, honors, awards received |
| •Major Field of Study | •Enrollment status (full-time, part-time) |

Although this information can be shared with outside parties without a student’s consent, the college is not required to release this information and only does so if it feels will not harm the student. A student can request that this information not be shared and by federal law the college cannot release this information to anyone besides the student. Any requests for this information should be directed to NTCs Registrar’s office.

**What information cannot be share without a student’s signed consent?**

Examples of often requested information that cannot be shared without a student’s written authorization:

|  |  |
| --- | --- |
| •Student ID | •Student account information (i.e., holds) |
| •Social Security Number | •Financial aid information |
| •Grades/assignment and exam scores | •Total credits and credits enrolled in a term |
| •GPA | •Attendance information |
| •Class schedule (dates and times) | •Class rosters |

**Who can I share information with?**

Officials of the college who are determined by the College to have a legitimate educational interest may have access to student records without obtaining consent from the student.

Parents, spouses, friends and anyone except for the student and officials of the college with legitimate educational interest cannot have access to a student’s record without the signed consent. **Even if the parent is paying for their child’s education or the child is under the age of 18, they do not have access to the student’s educational record.** However, if a student is under the age of 18 and is enrolled in dual credit (with a high school) course, parents would have access to that course record.

**A signed “Authorization to Release form is required before any information can be shared with anyone besides the student and officials of the college. Contact the Registrar’s office for a release form and the completed form should be returned to the Registrar’s office.**

**Other things to remember…**

* Never share your password
* Never leave private information open on your desk or computer desktop (always close out or file information in a secure location
* Do not store private information on personal workstations or laptops
* Never log in for anyone including a student worker
* Always try to speak to the student in person and in a secure setting and if you have to speak to student on the phone always be sure that it is the student that you are speaking to
* If you are communicating to a student via email, use the student’s NTC email and never put personal or private information on the subject line
* If a student requests a letter of recommendation, a signed authorization form is required if the letter contains any information regarding the student’s educational record. If the letter is only describing information based on personal observation a signed authorization form is not required.
* **Remember…when in doubt, do not give it out.**

**For questions please contact Nick Blanchette (Registrar) at 715-803-1025 or** [**blanchet@ntc.edu**](mailto:blanchet@ntc.edu)

The Authorization to Release form is available on the Shared (S:) drive using the following path:

S:\Student Services\SRR\Registration Forms\INSTRUCTOR FORMS or it is located at NTC.EDU