

ACCESS TO RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, Dean of Instruction and Workforce Development, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the college official to whom the records request was made does not maintain them, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to ask the college to amend an education record that the student believes is inaccurate or misleading. Students should write the appropriate college official clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. A list of who qualifies as a school official can be obtained from the college.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Directory Information is information that can be released to the public without permission from the student.

Directory Information at Ilisagvik College:

- Student's name, local address, permanent address, email address, photos, and telephone numbers (including cell phone numbers).
- Student Photo
- Names and dates of previous high schools and colleges attended.
- Classification (Freshman, Sophomore), enrollment status.
- Major field of study.
- Dates of attendance and anticipated date of graduation.
- Participation in officially recognized activities.
- Degrees and awards granted.

Students can “opt out” of this information by submitting a form to the Registrar’s Office stating that none of this information may be released. See Registrar’s Office for the form.

FERPA Student's Right to "Opt Out" of Directory Information

Please initial the following information below that you do not wish to release.

____ Student's name, local address, permanent address, email address, photos, and telephone numbers (including cell phone numbers).

____ Student Photo

____ Names and dates of previous high schools and colleges attended.

____ Classification (Freshman, Sophomore), enrollment status.

____ Major field of study.

____ Dates of attendance and anticipated date of graduation.

____ Participation in officially recognized activities.

____ Degrees and awards granted.

The directory information that you initial above won't be released. You can change your status at any time, but you must do so in writing to the Registrar's Office who will then remove the hold on your information.

Student's Name	Signature	Date
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