

FERPA Annual Notification

Notification of Student Privacy Rights under FERPA

This is a summary of your rights under the *Family Educational Rights and Privacy Act* (FERPA). This is a federal law that protects the privacy of eligible student education records. These rights include:

1. The right to review your education record within a reasonable time after the college receives a request for access. Students will need to submit a completed request form to the Registrar's Office. If the requested records are not maintained by the Registrar's Office, you will be notified of the correct office to contact.
2. The right to request an amendment (change) to your education record if you believe there is inaccurate or misleading information. If you feel there is an error in your record you should submit a written statement to the appropriate office responsible for that record, clearly identifying the part of the record you request a change for and why you believe it is inaccurate. Once the appropriate office reviews your request, a decision will be made and you will be notified regarding appropriate steps if you do not agree with the decision.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605
4. The right to consent to disclosure of personally identifiable information contained in your 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." School officials with access to this information are those who have a "need to know" in order to fulfill their official responsibilities. This could include college faculty and staff, agents of the institution (such as an attorney, auditor, or collection agent), a person on the Board of Regents, student employees, and representatives of agencies under contract with the college. In addition, the college may also disclose education records to another school in which a student seeks or intends to enroll or to appropriate officials, including parents, in connection with a health or safety emergency.

Release of student record information is generally not done at Wartburg College without expressed, written consent of the student, except as noted in item #4 above. However, some exceptions apply. Directory information includes the following and may be released without the student's consent:

- name
- home address (city, state/country)
- parent name(s)
- parent(s) home address (city, state/country)
- campus mail box
- Wartburg College electronic mail address
- phone numbers (including cell phone)
- major(s)/minor(s)
- dates of attendance

- date and title of degree
- honors and awards received
- participation in officially recognized activities and athletics
- weight and height of members of athletic teams
- photograph/image
- current enrollment status (full-time/part-time)
- class standing (first-year, second-year, etc.)
- anticipated graduation date
- previous institutions attended

Please note that you have the right to withhold the release of some or all directory information. To do so, you must complete a “Request for Non-Disclosure of Directory Information” form which is available from the Registrar’s Office. Students who place a “no release” on their record should be aware that the college receives many inquiries for directory information from a variety of sources outside the institution including parents, prospective employers, the news media, and honor societies. Having a “no release” on your record will prevent release of such information, even to those people. A copy of the *Family Educational Rights and Privacy Act* contains more details about your rights and may be accessed through the Department of Education’s website at:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

Questions concerning FERPA should be directed to the Registrar’s Office at regoffice@wartburg.edu or 319-352-8272.