

Annual Notification of Rights under FERPA for Blue Ridge Community and Technical College

The Family Educational Rights and Privacy Act (FERPA) afford 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 that BRCTC receives a request for access.
 - a. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
 - i. Records on Disability services and accommodations need to be directed to the Office of Student Success
 - ii. Records on Financial Aid need to be directed to the Office of Financial Aid.
 - iii. Records of payments and charges need to be directed to the Cashiers Office.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask for an amendment to a record should write the office responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- 3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. BRCTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- 4) 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 that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Once a student has enrolled and begun attending a post-secondary institution, it is the student who has the rights defined under FERPA. Parents of enrolled students in post-secondary DO NOT have any rights that are mandated under FERPA, regardless of their involvement in helping to fund the student's

education. There are three ways in which parents and other individuals may access their student's records.

- If the student signs a written consent giving the access (students can complete this form in the Enrollment Management Office, the student must sign the form in front of EM – this information is then housed in their permanent folder and in banner).
- If the person has a court order or subpoena directing the institution to release the records.
- If the parent can establish that the student is their tax dependent for the most recent tax year according to the IRS Tax Code (this information will be housed in the Financial Aid)

Family Educational Rights and Privacy Act (FERPA) Notice of Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Blue Ridge Community and Technical College**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, **Blue Ridge Community and Technical College** may disclose appropriately designated “directory information” without written consent, unless you have advised the **Registrar’s Office** to the contrary in accordance with **Blue Ridge Community and Technical College** procedures. The primary purpose of directory information is to allow **Blue Ridge Community and Technical College** to include information from your education records in certain publications and during Freedom of Information Act (FOIA) requests. Examples include:

- Deans, Presidents or Honors listings
- Graduation programs
- Enrolled student listings
- Graduate listings

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, other educational institutions and military branches.

If you do not want **Blue Ridge Community and Technical College** to disclose information designated below as directory information from your education record without your prior written consent, you must notify the **Registrar’s Office** by completing the Request for Confidentiality Status on Student Record (see below). **Blue Ridge Community and Technical College** has designated the following information as directory information: [**Note: a request for information may, but does not have to, include all the information listed below.**]

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Date of birth**
- **Major field of study**
- **Student type**
- **Dates of attendance**
- **Participation in officially recognized activities**
- **Degrees, honors, and awards received**

- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**

SUBMITTING A REQUEST FOR CONFIDENTIALITY STATUS ON STUDENT RECORD

Students who wish to submit a request for confidentiality status must [complete the online form](#). Once the form has been received, students should expect a response from the Registrar's Office within 5 business days confirming receipt of the request.

By submitting a request for confidentiality status, students understand that their name will not be included on any College publication, which includes, but is not limited to:

- Deans, Presidents or Honors listings
- Graduation programs
- Enrolled student listings
- Graduate student listings

[Visit the Blue Ridge CTC website to complete the online form.](#)