

## **FERPA ANNUAL NOTIFICATION**

Student Records - Family Educational Rights and Privacy Act (FERPA) Student Release of Information

The Family Educational Rights and Privacy Act (FERPA) affords student certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day College of the Redwoods receives a request for access. Students should submit to the Admissions and Records Office a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Admissions and Records Office, the student shall be advised of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask College of the Redwoods to amend a record that they believe is inaccurate. They should submit a written request to the director, clearly identifying the part of the record they want changed and specifying why it is inaccurate. If **College of the Redwoods** decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to their 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.

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 is a person employed by **College of the Redwoods** in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom **College of the Redwoods** has contracted (such as an attorney, auditor, collection agent, degree conferral & transcript processing agent, document managing agent, and placement sites for internship or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks; consultants, volunteers or other outside parties to whom **College of the Redwoods** has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. As allowed within FERPA guidelines, **College of the Redwoods** may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by **College of the Redwoods** to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Student Privacy Policy Office

U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW  
Washington, DC, 20202-8520

**Commented [LD1]:** Updated per  
<https://studentprivacy.ed.gov/file-a-complaint>.

At its discretion, **College of the Redwoods** may provide Directory Information in accordance with the provisions of FERPA. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at **College of the Redwoods** includes the following: a) Student names, address, e-mail address and telephone number. b) Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members. c) Degrees and awards received by students, including honors, scholarship awards, athletic awards and the Dean's Lists of recognition. Students may withhold Directory Information by submitting a written request to the director; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Requests for non-disclosure will be honored by **College of the Redwoods** for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Admissions and Records Office.

**College of the Redwoods** Annual notification to students is consistent with its obligations under FERPA. **College of the Redwoods** annually notifies students and their parents of the rights accorded to them by FERPA. Students and their parents shall be advised of their rights regarding educational records on the **College of the Redwoods** website.

For additional information on FERPA or student confidentiality contact: Admissions and Records **707-476-4200** or by emailing [admissions@redwoods.edu](mailto:admissions@redwoods.edu).

Thank you,

Admissions & Records

College of the Redwoods