

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) PLEASE READ WITH YOUR PARENT(S) OR GUARDIAN(S)

Did you know...

that as a student of Williamson College of the Trades you have certain rights under FERPA (Family Education Rights and Privacy Act)? FERPA is the federal law that governs and protects the release of and access to your student education records. As a student you have...

1. The right to inspect and review your education record. If you want to review your record, you should submit a written request directly to the Office of the Registrar, identifying the records you wish to inspect. Williamson is required to provide access to your records within 45 days after receiving your request.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the College official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading.
3. The right to provide written consent before the College discloses personally identifiable information from 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 a "legitimate educational interests. A school official has a legitimate educational interest if the official has a need to know regarding information from your education record in order to fulfill his or her official responsibilities. Examples of officials who may have access is College faculty and staff, agents of the College, students employed by the College or who serve on official College committees, and representatives of agencies under contract with the College.

Parents: Please note that federal regulations regarding FERPA for Higher Education are different than Elementary and Secondary education. Unless **authorized by the student**, the College is not able to release **any** information considered part of the student's education record, including assessments, final grades, or overall program performance. Williamson recommends that your family have a frank and open discussion regarding FERPA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with FERPA regulations.

In compliance with FERPA, the release of student record information requires authorizing written consent of the student. There are, however, some exceptions.

Directory Information may be released without the student's FERPA consent. Williamson considers Directory Information to include the student's: name, dates of attendance, program of study, degree received (including dates), participation in officially recognized activities, academic or other College awards or honors received, photographs, weight and height of student on athletic teams, students' and parents' electronic mailing address, enrollment status, and hometown (city and state).

Students can direct the College to withhold the release of Directory Information upon specific written request to the Office of the Registrar. Please note however two important facts in regard to withholding Directory Information:

Withholding Directory Information will prevent the College from releasing information to verify your enrollment or earned degree to scholarship organizations and future employers. This decision will also prevent the College from listing your name related to Dean's List honors, as well as, graduation or commencement programs.

If you have further questions about FERPA or your rights, please feel free to contact the Registrar's Office or the Dean of Education.