

# Confidentiality & FERPA

Confidentiality of student education records by the Family Educational Rights and Privacy Act of 1974 (FERPA). The Act specifies that school officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by the Act.

## FREQUENTLY ASKED QUESTIONS

**What if a student under 18? Do his/her parents have access to records:** FERPA protects the rights of any student who has reached 18 years of age or who is attending an institution of postsecondary education. Therefore, all KC students are covered by FERPA, even if younger than 18 (including dual credit students. Parents may be granted access to information in the following instances:

- The child is a dependent for income tax purposes (certification off dependency form and copy most recent year's tax returns must be on file in Registrar's Office)
- Health or safety emergency
- Student is under 21 and has violated the school's policy or any law concerning the use or possession of alcohol or controlled substance.
- A school official may share with a parent's information that is based on that official's personal knowledge or observation of the student, as this does not constitute an education record.

**What information can be released without written consent:** Information classified as "directory information" may be released to a third party without the student's consent, provided that the student has not requested restriction of his/her records. Directory information at Kilgore College is defined as:

- Name, address, telephone listing
- Date, place of birth
- Enrollment status, such as full-time/part-time
- Classification, major field study
- Dates (not days) of attendance
- Awards received, degrees earned
- Most recent previous educational institution attended
- Weight and height of members of athletic teams
- Participation in officially recognition activities and sports
- Photographs and other electronic images including audio and video

**What information cannot generally be released without written consent or certification dependency?** Grade, grade point average (GPA), social security number, student ID, and other "protected" records maintained by the college.

**Which college employees may access student records:** Only employees with a "legitimate educational interest" related to their job duties may access student records.

**May I help out a former student, my spouse, or my child by requesting on their behalf?** Out of respect for the Registrar's Office staff and the requirements of their job, it is best to refer all transcript requestors directly to the Registrar's Office. Please pass along the following guidelines to family, friends, students who may contact you for the assistance with transcripts. FERPA permits release of records to other colleges at which a student seeks to enroll without written consent. Therefore, request for transcripts being sent to another institution may be made by phone at (903) 983-8606 or through the KC website. Transcripts being sent to anywhere other than another college requires a signed release form from the student and verification of identify using a photo ID.

**When in doubt, don't give it out!**

If you have any questions on what can and cannot be released, please contact Chris Gore, registrar, at (903) 988-7446.

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