

## Family Educational Rights and Privacy Act (“FERPA”)

The Family Educational Rights and Privacy Act (“FERPA”), a Federal law requires that Southern Crescent Technical College, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from the student’s education records. However, Southern Crescent Technical College may disclose appropriately designated “directory information” without written consent unless the student has advised SCTC to the contrary. 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 the student’s prior written consent.

If a student does not want the college to disclose directory information from his or her student education records without prior written consent, the student must notify the Registrar’s Office in writing by the first day of the semester by completing the Request to Suppress Records. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Southern Crescent Technical College defines “**public directory information**” as follows:

- Full name of student
- City and county of residence
- Major and field(s) of study
- Enrollment Status (full time, part-time, etc.)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

**Note: Non-public directory information listed below is not available to the public, only college officials.**

- Email address
- Telephone number
- Address

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, and academic or research, or support staff position (including law

enforcement personnel and health staff), a person or company with whom the college has contracted; a person serving on the Board of Trustees; or another school official serving on a disciplinary or grievance committee. Additionally, certain state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the TCSG Office of Legal Services.

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