

ANNUAL NOTIFICATION TO STUDENT UNDER FERPA FOR POST-SECONDARY INSTITUTIONS

FERPA is the Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, FERPA affords eligible students certain rights with respect to their own educational records. Included in these rights are:

1. The right to inspect and review their own educational records within 45 days of the date that UW-Parkside receives a request for access;
2. The right to request an amendment of their educational records that the student believes to be inaccurate, misleading or otherwise in violation of their privacy rights under FERPA;
3. The right to provide written consent to allow disclosure of those records, subject to exceptions;
4. The right to opt out of making directory information available without consent (FERPA Hold);

An eligible student is defined as a student who is currently attending UW-Parkside or has been in attendance. FERPA does not apply to applicants who have been admitted but who have not actually been in attendance. It does apply to students attending any educational program at UW-Parkside, whether credit, non-credit, degree or non-degree.

How to Inspect and Review Your Educational Records

Educational records are not stored in a central location on campus. Requests to review your records must be made in writing and presented to the appropriate office. That office will have up to 45 days to honor your request. For most students these offices will include Registrar's Office/Student Records, college dean, academic department, Financial Aid, Dean of Students or Residence Life.

How to Request an Amendment of Your Educational Records

You may request to have records corrected that you believe to be inaccurate, misleading or in violation of your privacy rights. Requests to change and to challenge the information deemed erroneous or misleading should be made in writing and directed to the dean or director of the appropriate office so that a hearing can be scheduled.

Disclosure of Educational Records With and Without Consent

Generally, UW-Parkside must have your consent before releasing your educational records; however, FERPA provides a number of exceptions. Some examples of instances in which prior written consent is *not* required:

- To school officials with legitimate educational interests. ("School official" generally includes parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions. A school official generally has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.)
- Requests in connection with an emergency, if such information is necessary to protect the health or safety of you or another person.
- Requests in accordance with a lawful subpoena or court order.
- Requests for public records information (see below), if not restricted by you through a FERPA hold.

Directory Information

The University of Wisconsin – Parkside, in accordance with FERPA, has designated the following categories of information about individual students as public, or directory information. This information will be routinely released to any inquirer unless you specifically request that a FERPA hold be placed on your record: student name, address, email address, telephone number, date of birth, enrollment status (full/part-time) and withdrawal dates, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance to include current classification (year in school), degrees and dates of graduation including anticipated graduation dates, awards received including academic awards, most recent education institution attended and initial registration date

Concerns regarding any failure to comply with the requirements should be submitted in writing to the Registrar.

Eligible students with unsatisfied concerns may file a written complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202*