

# RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's educational record.

FERPA applies to the release of student education records and affords students certain rights regarding those records. The law also requires institutions to advise students of their rights concerning education records and of certain categories of public information that the College has designated as 'directory information.'

The College will withhold all student record services to students who have outstanding financial obligations. Services to be withheld include: issuance of an official and unofficial transcript, certification of enrollment, verification of degrees, release of educational records, copying of educational records and registration for future terms/semesters. Services will be withheld until all encumbrances are satisfied.

However, students may review and inspect their educational record at any time.

## Release of Information

Records are not released to parents of students without consent of the student.

Restricted or referable and directory information (even if student has withheld information) may be released without student consent to the following:

1. Moraine Park Technical College employees on a need-to-know basis and have a legitimate educational interest
2. Higher Education Aids Board or agencies providing financial aid
3. Agencies providing or considering providing financial assistance to the student, such as the Division of Vocational Rehabilitation and the Veterans Administration, if information is necessary to determine eligibility for, determine amount of, or condition for aid or to enforce terms and conditions of aid
4. The State Board of WTCS as part of the process of securing state funds
5. Courts or legal officers on the basis of a subpoena
6. Properly authorized educational authorities for the purpose of research, provided that the information is not given in personally identifiable format
7. Information received from the state on registered sex offenders as per Megan's Law
8. Agencies where collection of a debt owed to Moraine Park Technical College is involved
9. State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974
10. Accrediting organizations carrying out their accrediting functions
11. Persons in an emergency, if the knowledge of information in fact is necessary to protect the health and safety of the student or other persons
12. To officials of another school where the student seeks to enroll
13. The Comptroller General or Secretary of Education of the United States

## Student Authorization for Release of Education Records Information

In compliance with the federal Family Education Rights and Privacy Act of 1974, Moraine Park is restricted from disclosing certain information

from the student's records. Students may grant MPTC permission to release information from their student records to a third party by completing and signing the Student Authorization for Release of Education Records Information form.

Student Authorization for Release of Education Records Information form requires the student to complete the following information:

- Student information
- To whom to release confidential information
- Purpose of the release
- What education records to be released to third party
- How long request is valid for

The Student Authorization for Release of Education Records Information form must be submitted to the Registrar's Office.

The Registrar's Office will comply with the request and attach the authorization request to the student record as part of the student's education record.

## Release and Requests of Student Lists

Student lists and directories, including lists with addresses and telephone numbers are not published. Lists of students' names and addresses are released to outside agencies under the provisions of the Wisconsin Public Records Law (Wis. Stats. Section 19.31-19.39, as amended) following FERPA guidelines in regards to directory information as deemed by the college.

Request for student lists from outside agencies under Wisconsin Public Records Law must be submitted in writing and submitted to the Registrar's Office for review. The Registrar, as legal custodian of student records will respond to the requestor by completing the request for student list or deny with reasons for denial of the request.

## Requesting a Copy of Student Record

Students may request a copy of their educational records for themselves or authorize their release by a written request and/or waiver to release such records. An administrative and/or copying fee is assessed for student records as per procedure 30PG0201 (Public Records Procedure).

Students must submit a written request to the Registrar's Office for a obtaining a copy of the student's education record.