



ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Wallace Community College

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- **The right to inspect and review education records within 45 days of the day Wallace Community College receives a request for access.**

To review records, students and former students may go to the Admissions/Records Office, Student Affairs, Grimsley Hall, Wallace Campus; Student Services, Administration Building, Sparks Campus; present a valid photo identification card; and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a *"Request to Review Education Records"* form. Because of various circumstances, Wallace Community College may delay to a maximum of 45 days to release the records for review. Wallace Community College is not required to provide access to records of applicants for admission who are denied acceptance, or, if accepted, do not attend.

- **The right to request amendment of education records that students believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate records custodian, who is responsible for the records in question, if they do so within one year of the term in question. The records custodian must decide within a reasonable period of time whether corrective action will be taken and must provide written notification to the student and the Director of Enrollment Services/Registrar of the corrective action that has been approved. Students who are not provided full resolution sought by their challenge must be referred to the Dean, Student Affairs and Sparks Campus who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean, Student Affairs and Sparks Campus.

- **The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.**

Wallace Community College has declared the following information to be "directory": name, address, telephone listing, date of birth, participation in officially recognized activities and sports, major field of study, weight and height of a member of an athletic team, dates of attendance, degrees and awards received, photographs, most recent educational institution attended, enrollment status, and e-mail address.

One exception which permits disclosure without consent is disclosure to school officials



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with legitimate educational interests. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student.

Wallace Community College has determined that the following school officials have legitimate educational interests: counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, College attorneys, and students who serve on certain College committees.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wallace Community College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: (202) 260-3887
Fax: (202) 260-9001
Email: ferpa@ed.gov

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