

The Family Educational Rights and Privacy ACT (FERPA) is a Federal Law protecting the privacy of a student's educational records.

FERPA protects the privacy rights of parents and students, once students reach the age of 18 the law covers the students autonomously as an adult who is no longer under the parent's care. FERPA law refers to adult independent students as "eligible students."

Under FERPA parents or adult independent students have the following rights:

1. The right to inspect and review a student's education record maintained by Barclay. Barclay may charge a fee for this service.
2. The right to request that the educational records be corrected if they are inaccurate or misleading. If the record is not amended, Barclay must hold a formal hearing with the parent or eligible student. After the hearing, if Barclay does not amend the record, the parent or eligible student may place a statement within the record reflecting his/her view about the contested information.

Barclay College must have written permission from the parent or eligible students to release any information from the student's educational record. Barclay may disclose records without consent under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Barclay may disclose, without consent, "Directory" information such as a student's name, local and permanent address, telephone number, campus email address, photograph, date and place of birth, marital status, state and country of residence, home church, honors and awards including scholarships, dates of attendance, grade level, enrollment status, field of study, major, dates of attendance, participation in officially recognized activities and sports, weight and height of students who are athletes, date of graduation, degrees earned.

Parents or the eligible student may request that Barclay not disclose directory information. If parents or the eligible students chose to withhold Directory information, please note the following:

- Friends, family, parents, relatives, prospective employers, new media, honor societies would not be permitted to receive your Director Information.
- Directory holds apply to all of the Directory information.
- Under the Directory hold, Barclay will inform all groups and individuals that request information that Barclay has no public record of the individual being associated as a student at Barclay.
- Directory holds do not apply to yearbook and website photographs and articles.

Students may designate directory data be private I the “Info” tab at the Student Information System.

**I grant** \_\_\_\_ access to my educational records. (Students may request at any time the release of Educational Records through a signed and dated request that specifies which information is to be released, and to whom it is to be released. Requests must be submitted to the Registrar.

**I do not grant** \_\_\_\_ access to my educational records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Inquiries about the use of directory information or any other FERPA related matter should be directed to Mark W. Miller, Registrar, Barclay College, by phone (620-862-5252) or by e-mail [mark.miller@barclaycollege.edu](mailto:mark.miller@barclaycollege.edu)

To learn more or file a complaint contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### ONLINE FERPA RESOURCES

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>  
<http://www2.ed.gov/policy/gen/guid/fpco/index.html>