

Family Educational Rights and Privacy Act (FERPA)

Personally identifiable information or records relating to a student will not be released to any individual, agency, or organization without the written consent of the student as described in FERPA regulations, except **Directory Information**; which may be released upon request unless the student has a directory information restriction.

The appropriate staff response for students with a directory information restriction would be: "There is no information available on this person."

DIRECTORY INFORMATION THAT MAY BE RELEASED ABOUT A SLCC STUDENT:

- Student Name(s)
- Degrees and Awards received
- Address
- Most recent previous school attended
- Telephone Number
- Participation in activities/sports
- Date of Birth
- E-mail Address
- Major Field of Study
- Student Photograph
- Dates of Attendance
- Enrollment status

SLCC employees are advised not to release address & telephone information.

Office of the Registrar and Academic Records