

2023-24 Reed College - Notification of Student Rights under FERPA

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law that governs the release of and access to student education records. FERPA affords eligible students the following rights with respect to their education records:

1. The right to inspect and review your education records within 45 days after Reed College receives a request for access:
 - If you wish to inspect and review your academic records, you should submit a written *Request to Inspect and Review Academic Records* (form available in the [Office of the Registrar](#).) If you wish to inspect and review your student life records, you should submit a written *Request to Inspect and Review Student Life Records* (form available in the [Student Life Office](#).) In either case, you must specify the particular record(s) you wish to inspect. Contact the Office of the Registrar if you are unsure whether the records you wish to inspect are academic or Student Life records. Requests for education records are typically fulfilled electronically via a secure file transmission portal.
2. The right to request the amendment of your education records if you believe they are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA:
 - A student should submit a written *Request to Amend Education Records* (form available in the Office of the Registrar), clearly identifying the part of the record you want changed and specifying why it should be changed. The Office of the Registrar will notify you in writing of the College's decision with regards to your request. If you do not agree with the College's decision, the Registrar will advise you regarding appropriate steps to request an appeal.
3. The right to [file a complaint with the U.S. Department of Education](#) concerning alleged failures by Reed College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 - U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW

Washington, DC 20202

4. The right to provide written consent before Reed College discloses personally identifiable information (PII) contained in your education record, except to the extent that FERPA authorizes disclosure without consent:
 - One exception that permits disclosure without written consent is disclosure to school officials with a legitimate educational interest:
 - A school official is typically a person employed by Reed College in an administrative, supervisory, academic, research, or support staff position (including Community Safety and Health & Counseling Services staff); a person serving on the Board of Trustees; or a student serving on an official committee.
 - A school official also may include a volunteer or contractor outside of Reed College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of education records – such as an attorney, auditor, computing service, collection agent, or a student assisting another school official in performing their tasks.
 - A school official typically has a legitimate educational interest if the official needs to know information from your education record in order to fulfill their official responsibilities.
 - Another exception that permits disclosure without your prior written consent are education records that Reed College defines as Directory Information. These items may be released without your consent and includes:
 - Name
 - Address (local/campus and home/permanent)
 - E-mail address (institutional and personal)
 - Telephone number (local/campus, home/permanent, and mobile)
 - Major and Minor fields of study
 - Status (including current enrollment, dates of attendance, full or part time, withdrawn)
 - Graduation information (including anticipated graduation date, whether a degree was conferred, and/or the degree and date conferred)

- Academic awards received (e.g., commendations, thesis publication information, fellowships)
- Photograph(s) and/or video footage
- Date and place of birth
- Most recent educational institution attended

As a matter of institutional practice, Reed College does not release Directory Information to third parties upon request, except as required by law.

Please note that you have the right to withhold the release of your Directory Information. Submit a *Request to Block the Release of Directory Information* (form available in the Office of the Registrar.)

- Release of student education records, even to parents of financially dependent children, is generally not done at Reed College without the written consent of the student. If you wish Reed College to release all or part of your education record to a third party, you should submit a written *Authorization to Disclose Academic Information* (form available in the Office of the Registrar) and/or *Authorization to Disclose Student Life Information* (form available in the Office of Student Life) specifying the particular record(s) you wish to release and the individual(s) or groups to whom you wish to disclose your education record(s). Contact the Office of the Registrar if you are unsure whether the records you wish to inspect are academic or Student Life records. Authorization to disclose academic or Student Life records expire after one academic year.
- In addition, FERPA permits the disclosure of elements of your education record without prior written consent if the disclosure meets certain conditions found in §99.31 of the FERPA regulations, including:
 - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
 - To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this

provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials, including parents of a student, in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a

disciplinary violation and the student is under the age of 21.
(§99.31(a)(15))

Questions concerning FERPA should be referred to the Office of the Registrar. More details about your rights and Reed College's policies/practices related to FERPA are available on the [Office of the Registrar's website](#).

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