

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

LSSC maintains certain practices and procedures to assure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords the following rights with respect to student educational records:

These rights include:

1. The right to inspect and review the student's educational records within 5 days of the date the College receives a request for access. Students should submit to the Registrar's Office a written request that identifies the record(s) to be inspected. The Registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar shall work with the office that maintains the record and coordinate the student's request.
2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. The student must write to the College official responsible for the record, clearly identifying the part of the record he or she wants changed, and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to appeal administrative decisions (LSSC Administrative Procedure 4-14).
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as:
 - a person employed by the College in an administrative supervisory, academic, or support staff position (including, a law enforcement unit);
 - a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent);
 - a person serving on the Board of Trustees;
 - or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll and to the Florida Department of Education to comply with state-reporting requirements.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605
- Admissions and Records Office

Lake-Sumter State College
9501 U.S. Highway 441
Leesburg, FL 34788

Directory Information

Directory information is defined as information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, LSSC has established the following as directory information:

Name
Major field of study or academic program
X-ID
Permanent Address
LSSC Email Address
Participation in officially recognized sports and activities
Weight and height of members of athletic teams
Dates of attendance and degrees and awards received

Although the above directory information may be available for release, LSSC does not routinely release such information to third parties. FERPA states that each student has the right to inform the College that any or all the information is not to be released. The College will honor the student's request to restrict the release of directory information. To withhold directory information, a student should complete the Non-Disclosure of Directory Information form in Workflow prior to the completion of add/drop period of each semester. Status of disclosure at the last registration period is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student or as a result of subpoena or request from a school official with legitimate educational interests.

Non-Directory Information

Non-directory information is personally identifiable information such as grades, transcripts, social security numbers, GPA, and academic standing. LSSC does not release this information without written authorization from the student or as a result of subpoena.

Authorization for Released Student Information

If a student wishes to have any personally identifiable information regarding their educational record released, an Authorization for Release of Student Information Form must be completed by the student. This form is available online via myLSSC.

Solomon Amendment

Under a 1997 rule adopted by the United States Department of Defense, LSSC, if requested, must provide to the U.S. military the student's name, address, telephone number, date of birth, level of education, current major, and degrees received.

Copies of Student Records

Upon receipt of a written request that is signed and dated by the student that includes the specific information to be released, the reason for the release, and the names of the persons or agencies to which the information is to be released, the appropriate custodian of the record will provide a copy of that record to the specified person or agency if permitted under LSSC Administrative Procedure. Transcripts received by

LSSC are for institutional use only. They cannot be duplicated and given to the student or sent to another institution.