



## Edgewood College Student Records Policy

### Annual Notification:

Students will be notified of their FERPA rights annually by publication on the Student Handbook.

### Procedure to Inspect Education Records:

Students may inspect and review their education records upon request to the appropriate records custodian. The request must be in writing and must identify precisely the record or records he/she wishes to inspect. The records custodian must comply with the request within 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

### Limitation on Right of Access:

Edgewood College reserves the right to refuse to permit a student to inspect the following records:

- the financial statement of the student's parents
- letters and statements of recommendations for which the student has waived his/her right of access, or which were maintained before January 1, 1975
- records connected with an application to attend Edgewood College if that application was denied
- those records that are excluded from the FERPA definition of "education records"

### Refusal to Provide Copies:

Edgewood College reserves the right to deny copies of records, including transcripts, including but not limited to the following circumstances:

- payment for copies is not made in advance
- the student has an unpaid financial obligation to the College
- the education record requested is an exam or set of standardized test questions

### Fees for Copies of Records:

The fee for copies will be \$1.00 per page.

### Types, Locations, and Custodians of Education Records:

Admissions Records - Located in the Office of the Registrar, Room 212 DeRicci Hall

Academic Records - Located in the Office of the Registrar, Room 212 DeRicci Hall

Financial Records - Located in the Business Office, Room 217 DeRicci Hall

Placement Records - Teacher Education Office, Room 226 DeRicci Hall

Progress Records - Academic Dean's Office, Room 222 DeRicci Hall

Disciplinary Records - Dean of Student's Office, Room 215 Predolin Hall



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### Disclosure of Education Records:

Edgewood College will disclose information from a student's education records only with the written consent of the student unless the disclosure is to:

1. school officials who have legitimate educational interests in records, such as
  - a person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff
  - a person employed or under contract to the College to perform a special task, such as attorney or auditor
  - a student serving on an official committee or who is assisting another school official in performing his/her tasks legitimate educational interests includes
  - performing a task that is specified in his/her position description or contract agreement
  - performing a task related to a student's education
  - performing a task related to the discipline of a student
  - providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid
  - maintaining the safety and security of the campus
  
2. officials of another school, upon request, in which the student seeks or intends to enroll
  
3. officials of the U.S. Department of Education and federal, state, or local education authorities in connection with audit or evaluation of state or federally-supported programs
  
4. to persons in connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid
  
5. to state and local officials or authorities if specifically required by state law that was adopted prior to November 19, 1974
  
6. to organizations conducting research studies on behalf of the College



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FERPA Acknowledgement

My supervisor has discussed with me the confidentiality of the **Family Educational Rights and Privacy Act of 1974 (FERPA)**. I hereby agree to maintain confidentiality of all student records with which I come in contact and to comply fully with the act. I understand that violation of student records privacy may result in dismissal from student employment or from Edgewood College.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed with the above named student the confidentiality requirements of the Family Educational Rights and Privacy Act of 1974, and I agree to abide by the provisions of the act.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_