

Where can I find out more about FERPA?

- The Office of the Registrar monitors FERPA compliance at the Corcoran. Questions can be directed to registrar@corcoran.org. Please type “FERPA Inquiry” in the subject line.
- For further information, contact the Department of Education’s Family Policy Compliance Office:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202-5920
FERPA.Customer@ed.gov
<http://www.ed.gov/policy/gen/guid/fpco/index.html>



A FAMILY’S GUIDE TO FERPA

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Corcoran College of Art and Design
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Washington, DC 20006
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What is FERPA?

The Federal Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives students the right to control access to their education records.

Who must comply with FERPA?

Any institution that receives funds administered by the US Secretary of Education is required to adhere to FERPA.

What records are covered by FERPA?

FERPA applies to education records including, but not limited to, academic, grades, schedules, financial aid, billing, housing, and student affairs, and protections go into effect upon a student's enrollment in the institution. Admissions records are not covered under FERPA.

Does FERPA give me a right to see the education records of my son or daughter who is in college?

When a student turns 18 years old or enrolls in a postsecondary institution *at any age*, all rights afforded to a parent of an elementary or high school student transfer to the student. This includes enrollment in pre-college, continuing education, and degree programs.

Is there any information that may be released without a student's written permission?

Under FERPA, institutions may, but are not required to, release "directory information" to third parties without the prior written consent of the student. At the Corcoran, directory information is defined as: student's name, participation in officially recognized activities, thesis titles, addresses, telephone listings, e-mail addresses, photographs, degrees and awards received, date and place of birth, field of study, dates of attendance, enrollment status (full- or part-time, undergraduate or graduate), and the most recent school attended. Students can request to withhold the release of directory information to third parties.

How can I get a copy of my family member's education records?

The quickest, easiest way for a parent to receive information about a student's grades, financial statement,

or other education record is for the student to provide it. Students can look up information online, print it, and give a copy to you, or they can submit a request in writing to send information that cannot be retrieved online. A "FERPA-Document Release" form can be used on a case-by-case basis, to release a specific record, such as a report card, unofficial transcript, billing statement

Alternately, the student may elect to submit a "FERPA-Permission to Disclose" form, which will grant a third party access to their education records on an ongoing basis, or until the student makes a written request to revoke such access. Forms are available through the Current Students section of the www.corcoran.edu website.

My student can't remember their e-mail or CORCboard login information. Can you give me the password?

Since email and CORCboard contain protected information we can only provide login information directly to the student, and only a student can request to reset their password.

Are there any circumstances under which I can gain access to my family member's records without their written consent?

FERPA provides ways in which institutions may, but are not required to, share information from an eligible student's education record with third parties, without the student's consent. For example, schools may generally share information that is based on that official's personal knowledge or observation of the student. Other circumstances in which written permission to release records is not required follow. Personal observations are not considered "records" unless part of a documented evaluation or action.

Will I be contacted if my student is sick or hurt? What if my student is in academic trouble, or facing disciplinary action?

In most cases, the College will not contact parents/spouses to provide medical, academic, or disciplinary information without the student's permission. In the case of an

extreme emergency, where the student's health is in serious jeopardy, or if there is a concern that the student poses a threat to his/herself or to someone else, the College will contact parents or designated family members who are listed as emergency contacts. As a general guideline, if the student is able to communicate about the situation, it is up to the student to decide whether and how to discuss the issues.

Isn't there a FERPA provision that colleges can contact parents if a student violates alcohol or drug policies?

FERPA regulations allow, but do not require, higher education institutions to provide notice to parents when a student violates federal, state, or local laws related to alcohol or drugs.

My student submitted authorization to release education records to the institution. Why haven't I received a copy of his/her grades?

The College doesn't automatically send information to third parties designated by the student. The third party must request it in writing and a copy of the authorized record will be sent by mail.

If I'm paying for a student's education, can I get a copy of their education records?

FERPA requires that any access to a college student's records must be granted by approval of the student regardless of who's paying for it. Conversely, students may not have access to your financial or tax records if they have been submitted for the purpose of billing or financial aid unless you provide it to them.

I have an urgent message that I need to get to a student and I know they're in class, can the school tell me where I can find them?

A student's schedule is considered protected information, and can't be released without the student's written consent, even in the case of a family emergency. At a staff member's discretion, a message can be relayed by the staff member to the student.