

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 STUDENT’S GUIDE TO FERPA

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Corcoran College of Art and Design
500 Seventeenth Street NW
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.

Is there any information that may be released without my 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.

Can I request to keep my directory information private?

As a general practice the Corcoran does not indiscriminately release directory information. However, students can request to withhold the release of directory information to third parties by submitting a "FERPA Request for Non-disclosure of Directory Information." Requests for non-disclosure are valid for one academic year.

How can my parent (or other third party) get access to my records?

The quickest, easiest way for a third 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 a third party, or they can submit a request in writing to the Registrar's Office 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 Academic Resources section of the www.corcoran.edu website.

Are there any circumstances under which someone can gain access to my records without my 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. Personal observations are not considered "records" unless part of a documented evaluation or action. Other circumstances in which written permission is not required to release information are covered in this pamphlet.

Will my family be contacted if I'm sick or hurt? What if I'm 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.

I provided written authorization to release education records to my parents/family. Why haven't they received a copy of my 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 someone else is paying for my education, can they get a copy of my 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 financial or tax records of the payer if they have been submitted for the purpose of billing or financial aid unless the payer provides it to them.

If an urgent message for a student is sent to an administrative office and the sender knows they are in class, can the school tell them where they can find me?

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.