



The Family Educational Rights and Privacy Act of 1974 (FERPA)

As an employee of Lane Community College you must be aware of the Family Educational Rights and Privacy Act of 1974 (FERPA), which mandates that all Lane employees protect student records , with some exceptions, from public disclosure. While you are an employee of Lane Community College it is important that you understand your responsibility in terms of complying with the requirements of FERPA as it relates to releasing information relative to students enrolled at the college.

The purpose of FERPA is to provide certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review educational records, the right to seek to have records amended, and the right to have some control over the disclosure of information from the records.

You may review Lane’s policies regarding FERPA on-line in the College On-line Policies and Procedures (COPPS) webpage at <https://www.lanecc.edu/copps/documents/release-student-records>

Lane Community College has designated the following items as “directory” information, which means that if you have access to this information, you may release it without written permission from the student, unless the student has chosen to keep their information “confidential”.

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| Student Name(s) | Degree program and major | Participation in officially recognized activities and sports |
| Weight and height of members of athletic teams | Dates of attendance | Degrees and awards received |
| Most recent previous school attended and photograph | Enrollment status (full-time/half-time only) | Date of graduation |

Students may restrict the release of directory information. If they have, the word “Confidential” will appear by their name in the faculty address rosters in myLane and in each Native Banner student record. In this case, you must respond to any inquiry for this student with the statement “There is no information available on that person.” The only exception is if the student has provided a password and the person inquiring volunteers this password and it can be verified in SGASTDN in the comments tab.

Employees at Lane Community College who are parents, spouses, partners, friends, or relatives of any kind, of a Lane student, do not have access to information on these students beyond directory information. Employees may not access or amend their own records in Native Banner. Employees may not access or amend the Native Banner records of members of their household or families, as well.

Questions or requests for training on FERPA, as it applies to your work for the college should be directed to the Registrar, Dawn Whiting, at whitingd@lanecc.edu

I have read the above in its entirety and will comply with the Family Educational Rights and Privacy Act.

Signature: _____

Date: _____