

Admissions & Records



Family Educational Rights and Privacy Act (FERPA)

What is FERPA?

The Family Educational Rights and Privacy Act (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) of 1974, also known as the Buckley Amendment, protects the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.

Who is protected under FERPA?

Students who are currently enrolled in higher education institutions or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended an institution do not have rights under FERPA.

Student and Parent Rights Relating to Educational Records

Students have a right to know about the purposes, content and location of information kept as part of their educational records. They have a right to gain access to and challenge the content of their educational records. They have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

Educational Records

Student educational records are specifically defined as records, files, documents and other materials that contain information directly related to a student and maintained by the college or someone acting for the college according to policy. Excluded from student educational records are records of instructional, supervisory and administrative personnel and ancillary educational personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except a substitute. Additionally, notes of a professor or staff member intended for his/her own use are not part of the educational record, nor are records of police services, application records of students not admitted to the college, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized professionals. Records relating to an individual who is employed by an educational agency or institution **not** as a result of his/her status as a student are also excluded. However, employment records relating to college students who are employed as a result of their status as students **are** considered educational records.

What is not included in an educational record?

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- Sole-possession records or private notes held by educational personnel which are not accessible or released to other personnel
- Law enforcement or campus security records which are solely for law enforcement purposes
- Records relating to an individual's employment by the institution (unless employment is contingent on student status)
- Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment
- Records of an institution which contain only information about an individual obtained after that person is no longer a student at that institution (i.e., alumni records)

What documents can be removed from an education record before the student views the record?

- Any information that pertains to another student
- Financial records of the student's parents
- Some confidential letters and statements of recommendation under conditions described in FERPA section 99.12.

What is directory information?

Institutions **may** disclose information on a student without violating FERPA through what is known as "directory information". This generally includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, degrees and awards received and other similar information. Each institution is required to annually notify students in attendance of what constitutes directory information. This notice must also provide procedures for students to restrict the institution from releasing his/her directory information.

Who would generally be permitted access without the student's written consent?

- School officials who have "legitimate educational interests" as defined in the college's annual FERPA notification
- Parents of a "dependent student" as defined by the Internal Revenue Code
- The issuer of a judicial order or subpoena which allows the institution to release records without the student's consent, however, a "reasonable effort" must generally be made to notify the student before complying with the order

When do you need consent to disclose personally identifiable information from an education record (including transcripts)?

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With specific exceptions (listed below), a signed and dated consent by the student must be provided by the student before any disclosure is made. The written consent must:

- Specify the records that may be disclosed
- State the purpose of disclosure
- Identify the party or class of parties to whom the disclosure may be made

What is "Personally Identifiable Information"?

- The student's name
- Name of the student's parent or other family members
- Address of the student or student's family
- A personal identifier, such as a social security number or student number
- A list of personal characteristics that would make the student's identity easily traceable

When is the student's consent not required to disclose information?

The exceptions are:

- To college faculty, staff, and administrators with a legitimate educational interest (defined in the college's annual notification)
- To parents of a "dependent student"
- To Federal, State and local education authorities involving an audit or evaluation of compliance with education programs
- In connection with processing Financial Aid
- To organizations conducting studies for, or on behalf of, educational institutions
- To accrediting organizations
- To transfer college if student has formally applied for admission to attend the transfer college
- To comply with judicial order or subpoena
- Health or safety emergency
- Directory information
- To the student
- Results of disciplinary hearing to an alleged victim of a crime of violence

Requests to disclose should always be handled with caution and approached on a case-by-case basis.

How does increasing technology impact FERPA at LPC?

The use of computerized record-keeping systems is increasing at a tremendous rate and will eventually replace most paper documents. We try to ensure that appropriate policies are in place to protect the confidentiality of those records, educate faculty, administrators, staff, and students, about the policies, and



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make sure the policies are enforced. The same principles of confidentiality must be applied to electronic data as apply to paper documents. These general guidelines are not intended to be legal advice. This document provides only a summary of FERPA.

For further information regarding FERPA or clarification regarding FERPA, contact the following FERPA representatives:

Student Records Representative

Tamica Ward

Dean of Enrollment Services

☎ (925) 424-1542 (tel:925-424-1542)

✉ tward@laspositascollege.edu (mailto:tward@laspositascollege.edu)

- [.\(FERPA\) Student Release of Information \(/admissions/assets/docs/StudentReleaseofInformationFERPAForm.pdf\)](/admissions/assets/docs/StudentReleaseofInformationFERPAForm.pdf)

Admissions & Records Office Building 1600, Second Floor

Fall 2021: (August 18, 2021 through December 23, 2021)

Online Office Hours

Monday	9:00 am – 5:00 pm
Tuesday	9:00 am – 7:00 pm
Wednesday	9:00 am – 5:00 pm
Thursday	9:00 am – 5:00 pm
Friday	9:00 am – 1:00 pm

Fall 2021: (August 18, 2021 through December 23, 2021)

In Person/Window Hours

Monday	9:00 am – 1:00 pm
Tuesday	9:00 am – 1:00 pm
Wednesday	9:00 am – 1:00 pm
Thursday	9:00 am – 1:00 pm
Friday	9:00 am – 1:00 pm

The following in person services will be provided:

- Receive cash payments for tuition/fees
- Issuance of Student Identification Card



- Drop off of document (During and after business hours)
- Drop box is located in the hallway on the wall near the back entrance door

Contact Information

Our office is working remotely to serve you during this time and we are experiencing a high volume of inquiries which may increase our response time.

Due to the campus closure, please send all Admissions and Records inquiries via email. (<mailto:lpc-admissions@laspositascollege.edu>)

Email:

lpc-admissions@laspositascollege.edu

(<mailto:lpc-admissions@laspositascollege.edu>)Phone

925-424-1500

3000 Campus Hill Drive
Livermore, CA 94551
(925) 424-1000

Apply for Admission

(<https://www.opencccapply.net/ccapply-welcome?cccMisCode=481>)

Bookstore (<http://www.bkstr.com/laspositasstore/home>)

Canvas (<https://clpccd.instructure.com/login/canvas>)

Contact (</feedback.php>)

Jobs (<https://clpccd.peopleadmin.com/>)

Parking (</parking/index.php>)

Employer Services (</careercenter/employer-services.php>)

Safety & Security (</safety/index.php>)

Campus Crime Statistics (</safety/documents/clery.pdf>)

Academic Senate (</gv/academicsenate/agenda.php>)

Curriculum Committee (</gv/curriculum/minutes.php>)

Incident Referral Forms (</maxient/index.php>)

Faculty & Staff Email (<https://outlook.office.com>)

Student Email

(<https://mail.google.com/a/zonemail.clpccd.edu>)

The Zone

(<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) |

CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Student Government (</lpcsg/index.php>)

Accreditation Viewers (</disclaimers/viewers.php>)

(<http://laspositascollege.edu/accreditation/index.php>)

Title IX (</title-ix/index.php>)

Accessibility (</disclaimers/accessibility.php>)

Disclaimers (</disclaimers/index.php>)

Governing Board Ag

(<http://www.clpccd>)

HEERF Cares Act Reporting (</caresact2020/index.php>)



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(<https://www.facebook.com/Las-Positas-College-271570229564419/>)



(<https://twitter.com/LPCOfficial>)



(<https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA>)



(<https://www.instagram.com/laspositascollege/>)

(<http://www.clpccd.org/>) 7600 Dublin Boulevard, 3rd Floor
Dublin, CA 94568
(925) 485-5208

(<http://www.chabotcollege.edu/>) 25555 Hesperian Boulevard
Hayward, CA 94545
(510) 723-6600

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