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PAMLICO
COMMUNITY COLLEGE

DISCOVER TOMORROW'S POSSIBILITIES

STUDENT INFORMATION RELEASE FORM (FERPA Form)

I have read and understand The Family Rights and Privacy Act of 1974(outlined below), and based on my rights in accordance with the Act, I, _____ authorize Pamlico Community College to release all financial

Print Student Name

records, academic and enrollment information to: _____
Print name/organization/representative who may receive information Relationship

Student's Signature

Date

Student Record Policy

The Family Educational Rights and Privacy Act of 1974 is a Federal Law which states (a) that written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available.

The law provides that the institution will maintain the confidentiality of student records. Pamlico Community College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from education records without the consent of students except to personnel within the institution, to officials of institutions in which students were enrolled and/or seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation functions, to persons in compliance with a judicial order, to military personnel, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within Pamlico Community College, only those members, individually or collectively, acting in the students' education interest are allowed access to student education records. These members include personnel in the Registrar's Office, the Advisors, Financial Aid Staff, Admissions personnel, Business Office and academic personnel within the limitations of their need to know.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Pamlico Community College has been designated by the institution as the individual responsible for coordinating the inspection and review procedures for student educational records. These records include admission, personal, academic and financial files, as well as cooperative education and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered in the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., copy of the academic Record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere). Education records do not include records of instruction, administrative and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment, or job placement; honors to which they have waived their rights of inspection and review; or education records containing information about more than one student (in such cases the institution will permit access only to that part of the record which pertains to the inquiring student).The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letter were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Vice President of Student Services. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended.

Students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act office (FERPA), 400 Maryland Ave. SW, Washington, DC 20202-8520, concerning the alleged failures of Pamlico Community College to comply with the Act. Revisions and clarifications will be published as experience with the law and institution's policy warrants.