

- ✓ **DO** check with the FERPA Coordinator, the Registrar before disclosing any student educational record information to third parties outside the institution. When in doubt, do not release student information, contact the Registrar.
- DO** ✓ **DO** refer all subpoenas or other legal process requests for education records to the FERPA Coordinator, the Registrar.
- ✓ **DO** dispose of confidential student information in a secure manner, such as shredding. Student information should be kept consistent with Lakeland's Retention Schedule.

### Letters of Recommendation

Student educational records, including grades or grade point averages, should not be shared by phone, email or correspondence with parents or others outside the College, including letters of recommendation, without written permission from the student.

### Technology Best Practices

Always use the Lakeland student email address when communicating with a student; do not use or reply to a private email address. Always place student e-mail addresses in blind carbon copy, (Bcc:), when sending e-mail to groups of students. Avoid using personally identifiable information about students when communicating with other faculty who do not have a legitimate educational interest in the student information.

### Student Safety

While FERPA provides protection to a student's privacy and educational records, it does not bar College officials from sharing critical information about students in a health or safety emergency with appropriate parties.

Instructors who see their students on a regular basis are often the first to observe serious personal problems or troubling behavior. College officials are permitted and encouraged to share information with the Dean of Students Office, the Lakeland Police, or the CARE Team about a student who is or might be considered a risk to self or others.

**Lakeland**  
COMMUNITY COLLEGE

**Office of the Registrar**  
440-525-7336  
Registrar@lakelandcc.edu

# FERPA

## Family Educational Rights and Privacy Act

### Student Privacy Rights and Responsibilities

#### A Guide for Faculty and Staff (2026)

#### What is FERPA?

The essence of FERPA can be summarized by the following two points: confidentiality and access.

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, the Privacy Act, or the Buckley Amendment - is a federal law designed to protect the privacy of educational records. FERPA governs and protects students' rights to their individual educational records. The following primary rights are protected under FERPA:

- Students' rights to review and inspect their educational records;
- Students' rights to request that their educational records be amended or corrected;
- Students' rights to control disclosure of certain portions of their educational records (i.e., to keep their records confidential); and
- Students' rights to file complaints with the U.S. Dept. of Education concerning alleged FERPA violations.

#### What are considered "educational records"?

An educational record is any record (in any medium), with certain exceptions, maintained by the College that is directly related to a student. This record can contain a student's name, several students' names, or information that can personally (individually) identify a student.

#### What are NOT considered "educational records"?

- Medical and counseling records used solely for treatment;
- College Police law enforcement records;
- Records that only contain information about students after they are no longer a student (e.g., alumni records or deceased).

## Directory vs. Non-Directory Information

### DIRECTORY INFORMATION (Public Records)

Under the Family Educational Rights and Privacy Act (FERPA), certain information may be released without prior consent because it is not generally considered harmful or an invasion of privacy if disclosed. In accordance with FERPA, Lakeland has designated the following categories of student information as directory (public) information. Unless a student specifically requests that all directory information be withheld, the information listed below may be released in response to inquiries:

- Name
- Home address
- Home telephone number
- Verification of enrollment
- Photograph
- Dates of attendance
- Verification of graduation and date of graduation
- Degree and major earned
- Special awards/honors earned
- Hometown
- High school
- If a member of an athletic team, the student's height, weight, sports team, and sports statistics

### NON-DIRECTORY INFORMATION (Private Records)

Non-directory information consists of records and data that are considered private or protected and are not classified as directory information. Such information may not be disclosed without the student's consent, except as permitted by law.

Examples of non-directory information include, but are not limited to:

- Social security number
- Race
- Religion
- National origin

### RELEASING RECORDS

You play a critical role in the confidentiality of our students' educational records.

### With whom can I share information?

Under FERPA, prior written consent must be obtained before a student's educational record may be disclosed to a third party, with some exceptions. Specific information must be collected in the consent per FERPA — see the FERPA Coordinator, Director of Admissions/Registrar with questions.

### What information can I share with a student's parent(s)/guardian(s)?

When a student attends Lakeland, the student possesses the rights under FERPA regardless of the student's age. Therefore, without written consent from the student, faculty/staff may not share any educational records with a parent, unless the parent has provided their most recent tax return showing the student is a dependent for IRS purposes.

## Instances in which prior written consent is not required for release of a student's record:

- In connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals
- In accordance with a lawful subpoena or court order
- Release of directory information, if not restricted

If the student is under the age of 21, FERPA permits Lakeland to inform the parent/guardian if a student is found in violation of alcohol or drug rules.

### What are the sanctions or liability risks for a FERPA violation?

FERPA provides for a complaint procedure to the U.S. Dept. of Education with an ultimate sanction of withholding federal funding. Students may seek to hold Lakeland or individuals liable. Faculty/staff who violate the College's FERPA policy may be subject to corrective or disciplinary action, depending on the individual circumstances.

### FERPA Best Practices: DOs and DO NOTs

- X **DO NOT** release a class schedule to locate a student. Refer any inquiries regarding a student's class schedule or inquiries about students to the FERPA Coordinator.
- X **DO NOT** have conversations (verbal or written) with a student's parent/guardian without confirming there is a FERPA release on file.
- X **DO NOT** share by phone, electronic mail, or correspondence information from the student educational records, including grade point averages or letters of recommendation, with parents or others outside the College without written permission from the student.

### DO NOT

- X **DO NOT** put purely personal notes in the student's file, because those notes will become accessible to the student. Such records can be kept confidential only if they are kept in the sole possession of the maker and are not accessible or revealed to any other person.
- X **DO NOT** allow students to pick up their academic work by sorting through materials that include classmates' work.
- X **DO NOT** use or circulate printed class lists/rosters that include student LIDs (or non-directory information) for attendance purposes.
- X **DO NOT** use student personal information, including LID and/or SSN, for the public posting of grades.
- X **DO NOT** put papers, homework, tests, exams, lab reports, etc.

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