

# The Family Educational Rights and Privacy Act (FERPA):

FERPA requires the college to protect the privacy of student record information with regard to access to a student's college records, the release of such records, and the opportunity to challenge records should they be inaccurate, misleading, or inappropriate.

The College Catalog detail the types of records available for inspection and the procedure to access these records. No information, other than the data determined to be "directory information" can be provided to a custodial parent, non-custodial parent, or other third party without the permission of the student unless very specific criteria have been met.

FERPA requires the college to establish a policy with regard to the data items that can be released to third parties upon request, and to establish the procedures for the release of such information. Students have the option of making their "file" and "data" confidential. Students choosing to have their data marked as confidential are identified in the student information system and their information is excluded from the college's directory information.

## Directory Information:

The college annually updates and identifies the data that will be designated as "directory information." This information can be released to the public without the student's consent following specific request procedures. Directory information will not be released if the student has requested in writing to keep their information confidential. This status is then coded into the student information system and users are trained to review the coding prior to releasing any directory information. Additionally, students may request that their records be coded as confidential at any time by completing the request at the Daytona State College Records Office.

## The Daytona State College directory information includes:

1. Student name and city of residence
2. Student college sponsored email address
3. Date of birth
4. Enrollment status
5. Major and fields of study
6. Participation in College recognized activities and athletics
7. Dates of attendance
8. Degrees and awards received
9. Most recent educational institution attended
10. Photograph and height/weight of athletic team members

The college reserves the right to provide additional information, such as street address and telephone number, where there is a signed articulation agreement with another postsecondary institution for purposes of recruiting students, and in cases that are superseded by the Solomon Amendment giving military recruiters access to student recruiting information.

Any other information is considered to be personally identifiable information and cannot be released to a third party, including parents, without the student's written consent.

**Any other information such as class schedule, attendance, financial aid information, billing information, and grades are considered to be personally identifiable information and cannot be released to a third party, including parents, without the student's written consent.**



# DAYTONA STATE COLLEGE

[www.DaytonaState.edu](http://www.DaytonaState.edu)

A MEMBER OF THE FLORIDA STATE COLLEGE SYSTEM

DSC assures equal opportunity in employment and education services to all individuals without regard to race, sex, color, age, religion, disability, national origin, political affiliation or belief, or marital status.

## Parent Access to Records

Student records may be released to a parent (either custodial or non-custodial) of the student without the student's prior approval only when Daytona State College parent information request form has been completed. This form requires the requesting party to attach documentation that verifies the student was claimed as a dependent student on the most recently filed IRS tax return. (Copies already supplied to the Financial Aid Office can be used.) Once this form and documentation is received, the student will be notified of the request prior to the release of the requested information 10 days hence. Student information is subject to the FERPA guidelines even if the student is below age 18.

FERPA permits institutions to disclose information to a parent if a health or safety emergency involves their son or daughter. Schools are also allowed to inform parents if the student under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance. A school official may generally share with parents information that is based on that official's personal knowledge or observation of the student.

Students may choose to have their records provided to a parent, or other third party, on a one time or one year basis by completing the student Release of Academic Information form (available in the Records Office or Question and Answer Center).

## Directory Requests

Requests for the entire student directory, requests from any military sources under the Solomon Amendment, or requests for a "class" of students, such as all students in any one major, should be directed to the Records Office. Questions about the release of any student records should be directed to the Dean of Enrollment Management 386-506-4414.

The procedure to request Daytona State directory information is indicated below. Directory information requests are not recorded in individual student records.

1. The college participates with the National Student Loan Clearinghouse to provide electronic requests for confirmation of individual academic degrees, academic awards/honors, and dates of attendance by employers and colleges, and confirmation of enrollment status. The web site is [www.degreeverify.com](http://www.degreeverify.com); email is [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org); phone is 703-742-4200; and the fax is 703-742-4239.
- 2 The requests for additional information or for other purposes must be made in writing on the letterhead of the company, agency, or school requesting the information.
- 3 If the request is being made by an individual the request needs to indicate the name, address, and phone number of the requestor and the reason for the request.

The college's entire FERPA statement and policy can be found in the college catalog on the website:  
[http://www.DaytonaState.edu/catalog/admission\\_info/records\\_student\\_info\\_svcs.htm](http://www.DaytonaState.edu/catalog/admission_info/records_student_info_svcs.htm).

**For more information contact:  
Records Office at 386-506-3478  
[Records@DaytonaState.edu](mailto:Records@DaytonaState.edu).**



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