

## Confidentiality of Student Records

In accordance with provisions of Public Law 93-380, as amended (P.L. 93-568), the Family Educational Rights and Privacy Act of 1974, commonly known as the "Buckley Amendment," Lake Land College maintains only those "Educational Records" which are essential to the process and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as are imposed by law, state and federal regulations, and College operational procedures. These records may be found at the following offices: Admissions and Records Office, Accounting Office, Student Services Offices, Academic Divisions, Departments and Advisors. Subject to provisions of College policy, students may review their records upon request.

Information contained in a student's educational record is confidential and will only be released upon appropriate written authorization of the student, with the following *exceptions*:

1. Lake Land College may disclose education records or components thereof without written consent of students to:
  - A. Authorized representatives of the following for audit or evaluation of federal- and state-supported programs, or for enforcement of or compliance with federal legal requirements which relate to those programs:
    - (1) The Comptroller General of the United States.
    - (2) The Secretary of the Department of Education.
    - (3) State educational authorities.

- B. State and local officials to whom disclosure is specifically required by State statute adopted prior to November 19, 1974.
- C. Veterans Administration officials [not covered by FERPA but specified under Title 38, Section 1790 (c), United States Code].
- D. Other school officials determined by the institution to have a legitimate educational interest.
- E. Officials of other institutions in which a student seeks or intends to enroll on the condition that Lake Land College makes a reasonable attempt to inform the student of the disclosure unless the student initiates the transfer.
- F. Persons or organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
- G. Organizations conducting studies for, on or behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects.
- H. Accrediting organizations carrying out their accrediting functions.
- I. Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
- J. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that Lake Land College makes a reasonable attempt to notify the student in advance of compliance.

- K. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons.
  - L. An alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
2. Lake Land College makes public certain “directory information” about students. It is the intention of the College to do so, within the scope of regular College policies and as may be appropriate to the normal course of College business and operations. The following information is regarded to be “directory” type information, and some or all of it may be made public: student name, address, and telephone listing, e-mail address, enrollment status (full- or half-time), student classification, major field, participation in officially recognized activities and sports, weight and height of members of athletic teams, age and/or date of birth, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Any student objecting to his or her directory information being made public must file notice in writing of such objections with the Admissions and Records Office by the first meeting of classes for the fall semester.