

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of a student's records. As an educational institution Lake Land College, (meaning all of its employees) must protect the privacy of our students. Under this law you as an employee of Lake Land College can not release information about a student to anyone other than the student. The only exemption is directory information. The following information is regarded to be directory information and some or all of it may be made public: student name, address and telephone listing, major field, members of athletic team, age and/or date of birth, dates of attendance, degrees and awards received, most recent previous school attended and photographs. Students have the right to object to the directory information being made public and can file a notice in writing of such an objection with the Admissions and Records Office.

It is important that we protect the privacy of our students. Before you release directory information, check with the Admissions and Records Office as the student may have objected to directory information being made public. If you have questions concerning FERPA, contact the Admissions and Records Office.