

## **Student Records**

Renton Technical College follows federal guidelines concerning access to student records and student privacy rights. Federal law is designed to protect the privacy of education records, the Family Educational Rights and Privacy Act (FERPA). It also provides guidelines for appropriately using and releasing student education records. As a post secondary institution, Renton Technical College views all students as emancipated adults and regardless of age does not disclose personal information without a completed Permission to Release Education Record form.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day Renton Technical College receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the registrar does not maintain the records; the student will be advised of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of their student's privacy rights under FERPA.

A student who wishes to ask Renton Technical College to amend a record should write to the College official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it should be changed.

If RTC decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Renton Technical College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Renton Technical College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by RTC in a administrative, academic or research, or support staff position (including Public Safety/Security); a person or company with whom RTC has contracted as its agent to provide service instead of using RTC employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Upon request, Renton Technical College also discloses education records without content to officials of another school in which a student seeks or intends to enroll. Renton Technical College will make a reasonable attempt to notify each student of these disclosures.

Directory Information may be released by RTC without student consent unless the student specifically requests that such information not be released. Renton Technical College will not release Directory

Information for commercial or other purposes not related to the college. Renton Technical College will release Directory Information as required under the Solomon Amendment.

4. The right to file a complaint with U.S. Department of Education concerning alleged failures by the Renton Technical College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), is a federal law that requires Renton Technical College, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from student records. However, Renton Technical College may disclose appropriately designated “directory information” without written consent, unless the student has advised RTC to the contrary and has completed a Permission to Release Education Record form. The primary purpose of directory information is to allow Renton Technical College to include the type of information below from student education records in certain publications. Examples include:

- Honor roll or other recognition lists;
- Graduation programs;
- Publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to companies that take pictures at commencement. If a student does not want RTC to disclose information from their education records they must complete a Request to Opt Out of Directory Information form. The following has been designated as directory information:

- Student name
- Address
- Telephone number
- Date of birth
- Level of education
- Major field of study
- Certificates or degrees awarded
- Most recent previous educational agency or institute attended by the student