

# FERPA Family Educational Rights and Privacy Act

*To whom can a teacher talk to/release student information?*

	Students	Parents	High School Administration	Everyone Else
Class List, Whole Class	No	No	Yes	No
Grades, Whole Class	No	No	Yes	No
Grades, Individual Student	Yes	No	Yes	No
On-Going Performance	Yes	No	Yes	No
PCC Identifying Information (G #, Username, Password)	Yes	No	No	No
Registration Status	Yes	No	Yes	No

## FERPA Guidelines

### What is FERPA?

FERPA protects the education records of any student who has ever enrolled at Portland Community College, regardless of the student's age. It requires that we keep student records confidential by ensuring that only **school officials** with legitimate **educational interest** have access to students' **education records**.

High school teachers must be very careful when sharing any college information about the student. The rules are different than sharing a student's high school information. Now that your students are college students, those with whom you can share their information are limited.

### Who is a PCC School Official?

A PCC school official can include a person or company with whom the college has contracted or appointed as its agent, or a student serving on an official committee or assisting another school official in performing

the official's tasks. This includes articulating PCC Dual Credit high school faculty, counselors, TOSAs, administration, etc.

### What is a Legitimate Educational Interest?

A school official has a legitimate educational interest in accessing or reviewing a specific education record if the school official needs to review an educational record in order to fulfill his/her professional responsibilities.

### What is an Educational Record?

Education records are any record directly related to a student and maintained by the College or a person or company with whom the college has contracted or appointed as its agent. Education records may be in any medium including, but not limited to: handwriting, print, and computer media (i.e., electronic databases, learning management systems, and email).

**Portland Community College has NO directory information!**

## Consent to Release Confidential Information

If a student would like to release part or all of their PCC educational record to anyone (including parents), the student must complete a consent form.

The student can choose specific records (i.e. Academic transcript, Address, etc.) to be disclosed, as well as the specific purpose of disclosure (i.e. Employment, Financial Assistance, etc.).

Completed (and signed) consent forms get submitted to the PCC Admissions and Registration Office (contact info is listed on the form).

Access the consent form at:

[pcc.edu/resources/student-records/documents/consent.pdf](http://pcc.edu/resources/student-records/documents/consent.pdf)

