

# Disclosure of Student Records

In compliance with the Family Educational Rights and Privacy Act (FERPA), Linn-Benton Community College (LBCC) is responsible for the security and maintenance of educational records and for monitoring the release of information related to those records. **Staff and faculty with access to student educational records are legally responsible for protecting the privacy of students by using information only when necessary to instruct, advise, or otherwise assist students with educational needs. However, students can no longer expect to be “anonymous” in a classroom setting.**

## Student Access

As outlined in FERPA, students have legal access to their own official records. Please refer students with questions about their records to Student Records in Takena Hall. **All requests** (Beyond directory information; see other side for what is directory information.) **for educational records should be forwarded to the Registrar.**

## Confidentiality Codes on Banner

Students have the right to request their records be marked with a confidentiality code, and access be denied to any party who does not have an educational need for access. Students who do not wish to have information released must complete a Directory Deletion Form, available in Admissions and Records. Once this form is submitted, a confidentiality message appears on the student's records in Banner. **If a confidentiality message appears in Banner, NO information about the student may be released, even that the person has a record on our system.**

## Staff Responsibility

If you must respond to a third party request for information on a student whose record is flagged with a confidentiality code, an appropriate response is, “We have no information to release on that individual.” Although you have a legitimate educational need for access to student data, you also have the authority and the responsibility to deny any request for information from any individual other than the student. It is always recommended you direct a request to Admissions and Records, rather than risk releasing information that may be restricted by law. You are also responsible for maintaining the security of your workstation and/or information appearing on your computer monitor. This includes the responsibility for all transactions occurring under your password and system user name.

## E-mail About Students

Email that contains personally identifiable information about a student is considered an educational record of the student. Therefore, with a written request the student may inspect all e-mails pertaining to them as a student at LBCC. What this means is that e-mail about a student should contain only pertinent facts about the student and only shared with college staff that need to know about this student and situation in order to support the student's education. E-mail may not be the best way to communicate about a student problem.

## Institutional Policy/Directory Information

The only information that may be released about students is directory information. LBCC considers the following information to be directory information: student's name, email address, address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of enrollment, level of enrollment, and degrees and awards received. (If a student has requested confidentiality, no information can be released.) **A quick reference chart is listed on the back** for your use. (Please feel free to refer inquiries to Admissions and Records in Takena Hall.)

## Posting Grades

“The Public Posting of Grades either by student's name, any part of an institutional student identification number, or any part of a social security number, without the student's written permission is a violation of FERPA.” Assignments, papers and tests cannot be left out for students to pick up, if other students or third parties can access personally identifiable information. It's recommended you select a random identifier for posting purposes, rather than use students' personally identifiable information.

## Penalties for Releasing Restricted Information

According to OAR 581-410490 in the Privacy Rights and Information Reporting in Community Colleges, an employee “who has access to personally identifiable student records maintained and/or provided by a community college who, without proper authority, shall disclose such information may be disqualified from holding any appointment or employment with the state of Oregon.” In addition, the penalty for noncompliance with FERPA can be the withdrawal of Department of Education funds. The Registrar is the custodian of students' records for LBCC. Questions about the Student Records Policy should be directed to 541-917-4826, Takena Hall.

## Student Consumerism Information

In accordance with 34 CFR Part 668, students have the right to know certain information about Linn-Benton Community College, including academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data. This information is available at the following web site: <http://www.linnbenton.edu/righttoknow>.

**Please feel free to route all requests for information to  
Admissions and Records at 541-917-4812  
For further FERPA information <http://www.ed.gov/policy/gen/guid/fpco/index.html>**

**TO GUARANTEE ONLY AUTHORIZED INFORMATION IS RELEASED,  
ALL REQUESTS FOR STUDENT RECORDS INFORMATION SHOULD BE ROUTED TO  
ADMISSIONS AND RECORDS IN TAKENA HALL (541-917-4812)**

If the “**Press**” contacts you, refer them to the Director of Marketing, 541-917-4784.

If “**Law Enforcement**” contacts you, refer them to the Registrar during normal business hours, 541-917-4821. If “**Law Enforcement**” contacts you after hours, have them return during business hours to see the Registrar or refer them to Security 541-917-4440.

\*Directory Information may be released if students have not requested confidentiality. Check Banner for a confidentiality message prior to releasing any information about students.

Information Requested	Yes	No
Student’s full name*	☺	
Student ID or Social Security number		☹
Personal access code		☹
Date of birth		☹
Mailing address, Email address and telephone number*	☺	
Permanent address, Email address and telephone number*	☺	
Any other address or telephone number listed for student		☹
Parent names and/or addresses		☹
Copies of tests scores (CPT, CLEP, TOEFL)		☹
Copies of transcripts from other schools or colleges		☹
Class level and academic major/minor*	☺	
Dates of enrollment*	☺	
Level of enrollment (Full-time or Part time. Full time is 12 or more credits. Part time is less than 12 credits. <b>Do not disclose actual credits.</b> )*	☺	
Degrees, honors, certificates awarded*	☺	
Whether student has applied for graduation		☹
GPA or grades		☹
Cumulative credit hours		☹
Current term credits or class schedule (CRNs, meeting times, locations)		☹
Information of academic standing (probation, suspension, etc.)		☹
Petitions for tuition refunds		☹
Disciplinary records		☹
Accounts Receivable balance		☹
Financial records of parents		☹
Student employment records		☹
Counseling records		☹