DISCLOSURE OF STUDENT RECORDS

Office of the Registrar - (541) 881-5804

ORS 589-004-0400 authorizes TVCC to ask students to provide their social security number. The number will be used by the college for reporting, research, and record keeping. The social security number will also be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the Oregon Department of Community Colleges and Workforce Development and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. this information helps the colleges to support the progress of students and their success in the workplace and other educational programs. OCCURS or the college may provide your social security number to the following agencies or match it with records from the following systems:

- State and private universities, colleges, and vocational schools to find out how many community college students go on with their education and to find out whether community college courses are good basis for further education;
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available;
- The Oregon Department of Education, to provide reports to local, state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the college;
- Governmental agencies, divisions, or departments exiting within the states of Idaho and Nevada whose functions are similar to those of the agencies from the State of Oregon listed above; and/or
- The American College Testing Service, if students take a placement tests for educational research purposes.

State and federal law protects the privacy of records. The students Social Security number will be used only for the purposes listed above.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. 1232g and the Department's regulations are found at 34 CFR Part 99.
Under FERPA, schools must generally afford students who are 18 years or over, or attending a postsecondary institution, the following:

- access to their education records
- an opportunity to seek to have the records amended
- some control over the disclosure of information from the records

For more information, go to: FERPA - U.S. Dept. of Education.

STUDENT RIGHTS, PROTECTION AND PRIVACY OF EDUCATIONAL RECORDS

All students at Treasure Valley Community College are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Your privacy is protected with certain restrictions on the disclosure of your student educational records and information.

Students have the following rights, protection and privacy of your educational records at Treasure Valley Community College:

1. The right to inspect and review your student education records within 45 days of the day the college receives a request for access. The Student should submit a written request to the Registrar's Office identifying the records(s) they wish to inspect.

2. The right to request the amendment of the student's education records the student believes are inaccurate.

3. The right to authorize disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College will disclose the following information authorized by FERPA on all students with administrative direction:

- Student's name(s)
- Telephone number
- Major or field of study
- Dates of attendance
- Degrees and awards received

Directory Information will be released by the College unless the Office of the Vice President of Student Services or the Registrar's Office has received a written notice signed by the student requesting non-disclosure of all student information. Upon request, the College may disclose selected education records to the military recruitment services pursuant to the Solomon Amendment. The college will not disclose student records to family members or any inquiries outside the college (with the exception of certain law enforcement and grand jury subpoenas) without notice to the student and/or written authorization.

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office

US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Contact the Registrar's Office at (541) 881-5804, if you wish to inspect, review or restrict disclosure of your student educational records or if you have any questions regarding your rights under the Family Educational Rights and Privacy Act.