



FERPA Information Sheet

PARENTS, PLEASE NOTE:

Release of Educational Records

Long-standing federal law (FERPA) limits the authority of Brevard College to release information pertaining to your son or daughter. While we are allowed to contact the parent or guardian of a student under age 21 who commits a disciplinary violation related to use or possession of alcohol or a controlled substance, our ability to disclose other personal information is restricted. A student has the right to control the release of certain personal information maintained by Brevard College. For that reason, we **may not** release student educational records (e.g. class schedules, academic and disciplinary records, grades, etc.) to parents or guardians **unless** your son or daughter 1) completes a written consent form, **or** 2) you provide us with written certification that the student was declared a dependent on your most recent tax return. As this decision affects both you and your son or daughter, we suggest that you discuss it together. Additional information about FERPA and access to the appropriate forms can be found on the FERPA website.

We will not release information from educational records unless the appropriate form is completed and returned to the Office of the Registrar.

STUDENTS, PLEASE NOTE:

Release of Directory Information

Federal law permits Brevard College to release directory information without student consent to anyone requesting that information unless a student instructs the College **not** to release it. Directory information at Brevard College includes the student's name, address, telephone number, e-mail address, photograph, date of birth, place of birth, major field of study, participation in sports and activities, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees, honors and awards, most recent educational agency or institution attended. This information may be released in news releases in area or hometown newspapers, or on radio/TV broadcasts, in publications, on the web-site, in campus programs, etc. Brevard College **does not**, however, release directory information to outside organizations for commercial solicitation. **If you do not wish to have directory information released, complete the [Privacy Request form](#).** You can complete this form anytime, but it must be submitted in person to the Office of the Registrar.

Brevard College is constrained by federal law to clarify these matters, and we highly suggest that parents and students discuss them. Thank you for your understanding and attention to these issues.

FERPA generally requires prior written consent from the parent or eligible student before an educational agency or institution may disclose personally identifiable information from education records to a third party. However, the law contains 16 exceptions to this general rule. Pertinent exceptions that allow release of personally identifiable information without prior written consent are Ex Parte Orders, Lawfully Issued Subpoenas and Court Orders, Health or Safety Emergency, Law Enforcement Unit Records, Directory Information, and Disclosures to the Immigration and Naturalization Service (INS).