

Foothill College promotes the Family Education Rights and Privacy Act (FERPA) governs all college records and allows release of academic information, including grades, to the student only, regardless of age. Academic information cannot be released to parents or third parties without written consent from the student.

Q: What is FERPA?

A: The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to access their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

Q: What can I do if I want faculty and staff to be able to talk to my parents about my education record?

A: Simply complete the enclosed "Consent to Release of Education Records" form and return it to the Admission and Records, Building 8100.

Q: Can I submit the waiver form online?

A: Not at this time. The U.S. Department of Education recently passed legislation allowing an electronic consent for the release of records. Foothill College is in the process of adjusting procedures to permit submitting the waiver form online. However, until the new process is in place, it is necessary for students to submit the paper form.

Q: Once I submit the waiver form, how long is it in effect?

A: Consent will remain in effect until a student submits a subsequent written request to the Admissions and Records revoking their consent to release information or until the student turns 18.

Q: Do parents or guardians of college students have the right to see their children's education records? Does it make a difference if they are paying the tuition?

A: The rights under FERPA transfer from parent to student once the student turns 18 or enters a postsecondary institution. The rights are not waived based upon who is paying for the student's education. An institution may disclose information from a student's education record to the parents of the student without the student's consent if the student is a dependent for federal income tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

Q: What constitutes an education record?

A: An education record is any record maintained by the institution that contains information directly related to a student. This includes, but is not limited to, grade information, disciplinary documentation, and billing and financial aid data.

Q: May an institution disclose to a parent, without the student's consent, information regarding a student's violation of the rules regarding use or possession of alcohol or a controlled substance?

A: Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. Also, if the student is a "dependent student" as defined in FERPA, the institution may disclose such information, regardless of the age of the student.

FOOTHILL COLLEGE

FERPA FAQs

I, _____, consent ___ do not consent ___ to the release of my education records to my parent(s) or guardian(s) listed below for the purpose of keeping them informed about my education at Foothill College. I understand that education records include, but are not limited to, information about my academic standing, disciplinary issues and financial obligations to the College.

I acknowledge that I may submit a subsequent notification in writing directing the College to no longer release information to any or all of the individuals listed below.

Foothill College is authorized to release information to the following individuals (please print clearly):

Name Relationship to Student

Name Relationship to Student

Name Relationship to Student

Student's Name

Student's Signature

Student's CWID

Student's Date of Birth

Date: _____

Student must return this form in Person to:

Foothill College

Admissions and Records (Building 8100)

12345 S El Monte Rd

Los Altos Hills, CA 94022