



### **ANNUAL NOTICE TO STUDENTS - FERPA**

Annually, Evergreen Valley College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the College intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords students certain rights with respect to their education records.

These include:

Eligible students or parents with prior authorization from the student have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the eligible student or parent with prior authorization to review the records. Schools may charge a fee for copies. Eligible students or parents with prior authorization from the student have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student or parent with prior authorization from the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid awarded to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to State law

The right to file a complaint with the U.S. Department of Education concerning alleged failures by EVC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

### **AUTHORIZATION FOR RELEASE OF STUDENT RECORDS:**

In accordance with the Family Educational Rights and Privacy Act (FERPA), Evergreen Valley College may only release student records directly to the student, unless prior written authorization is given by the student. All students have the option to give permission for others to view and access their official student records by submitting a completed Authorization for Release of Student Records form. By default, official records will not be released to anyone else until this form is submitted to the Admissions and Records Office. Students have the option to do a full or partial release of records. Below are the three primary areas that comprise a student's official record at Evergreen Valley College:

- All Academic Records (records include: transcripts, admissions and registration information, class schedules, grades, assessment test scores, academic progress status, residency information, and any other documentation contained in the academic records)
- All Student Account Records (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to parking tickets, library fines, financial aid repayments and any other information contained in student account records)
- All Financial Aid Records (records include: status of file, award and disbursement of funds information, satisfactory academic progress status, income information, and any other information contained in the financial aid application or file)

### **DIRECTORY INFORMATION:**

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. The above-designated information is subject to release by the College at any time unless the campus has received prior notice from the student specifying what information the student requests not be released. Students may request this process by completing the "**Authorization to Withhold Directory Information**" form located on the Admissions and Records website. The mailing and web address are noted below:

Admissions & Records Office  
Evergreen Valley College  
3095 Yerba Buena Road  
San Jose CA 95135  
408.270.6441 (office)

<http://www.evc.edu/current-students/admissions-and-records/forms>