



## ***Student Records and FERPA***

This brochure is designed to provide student awareness of the right to have access to their student education records according to The Family Educational Rights and Privacy Act of 1974 (FERPA).

This federal law requires that a written institutional policy be established and that a statement of adopted procedures covering the privacy rights of students be made available. Toccoa Falls College will maintain the confidentiality of student education records according to the law.

### ***Who Has Access to Your Records?***

No one outside Toccoa Falls College has access to student records nor will anyone within this institution disclose any information from student records without prior written consent of the student with the following noted exceptions:

- Faculty/Staff members within this institution who are acting in the students' educational interest within their need to know
- Student workers acting within their need to know
- To officials of another institution, upon written request, in which the student seeks to enroll
- Persons providing financial aid to students, or determining financial aid concerning eligibility, amount, condition and enforcement of the terms for receiving the aid
- Accrediting agencies carrying out their accrediting function
- Persons in compliance with judicial order
- Persons in an emergency in order to protect the health or safety of the student or other persons

It is the policy of Toccoa Falls College not to release information from student educational records to parents of dependent students without the student's written permission. "Dependent student" is defined as a son, daughter, stepson, or stepdaughter who, for the taxable year of the taxpayer, has as his/her principal place of residence the home of the taxpayer and is a member of the taxpayer's household. If a parent of a dependent student requests information from student educational records, the Registrar's Office will attempt to contact the student, asking them to come in and sign a release form.

### ***You Have the Right to . . .***

Any student is entitled access to their educational records. "Educational Records" means those files or records which contain information directly related to the student and are maintained by Toccoa Falls College. This includes the right to:

- inspect and review the contents of those records by means of a written request to the Registrar listing the item(s) of interest. After receiving requests for reviewing student education records, the Registrar has forty-five days to comply with the request
- obtain copies of those records at the cost of reproducing those copies
- receive assistance by request for explanations or interpretations of those records
- request a hearing to challenge the contents of those records if they are thought to be inaccurate
- secure a copy of the written institutional policy

Toccoa Falls College will not permit the student to inspect and review the following records:

- The financial statement of the student's parents
- Confidential letters and recommendations for which the student has signed a waiver of his or her right to access

Copies of the student's official academic transcript may not be provided to a student if a financial hold is placed on those records for failure to meet financial obligations. Copies of the student's official test score reports, transcripts from high school, or another college or university will not be made for the student. If the student needs a copy of transcripts from another institution at which the student was enrolled, he/she must request them from that institution. The student is permitted to review their transcript and grades in the Registrar's Office at any time.

## ***Telephone Inquiries***

Only directory information may be released in response to telephone inquiries. Directory information includes student name, address, telephone number, date and place of birth, photograph, e-mail address, class year, major field of study, dates of attendance, degrees and awards received, previous institutions attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

### ***Withholding Directory Information***

Students may request directory information to be withheld by notifying the Registrar in writing within the drop/add period each fall. Request for non-disclosure will be honored by the institution for one academic year. The student must resubmit this request annually each fall in the Registrar's Office, and would exclude the student's directory information from campus publications and directories.

We cannot under this act, release any other information relating to the student's educational record over the telephone to anyone with the exception of Faculty/Staff members within the institution who are acting in the student's educational interest.

Any questions related to these policies should be directed to the Registrar's Office at (706) 886-6831, ext. 5396.

### ***Filing a Complaint***

The student has the right to file a complaint with the U.S. Department of Education concerning alleged wrong doings by Toccoa Falls College with respect to the student's privacy rights. The address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
Washington, DC 20202-4605

***Where Your Records are  
Located***

Academic Records	Registrar's Office
Health Records	Health and Counseling Services Office
Financial Records	Student Accounts/ Financial Aid
Placement Records	Health and Counseling Services Office
Disciplinary Records	Student Development Office

***Access to  
Student  
Education  
Records***



**Toccoa Falls College**  
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6011 ext. GA 8008

**TOCCOA FALLS COLLEGE**  
Office of the Registrar  
PO Box 800896  
Toccoa Falls, GA 30598