

Wenatchee Valley College Student Records Disclosure Guidelines

Student educational records are handled in accordance with the Family Educational Rights and Privacy Act (FERPA). The provisions of this act ensure confidentiality of student's records by restricting the release of personally identifiable information these records contain.

Students Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

The right to inspect and review educational records at WVC within 45 days of the date such a request is received.	The right to request an amendment of educational records at WVC if they believe the records are inaccurate.
The right to consent to disclosure of personally identifiable information contained in educational records at WVC.	The right to file a complaint with the U.S. Department of Education about failure by WVC to comply with FERPA.

Who is covered by FERPA at WVC?

All current and former students, regardless of age, are covered by the student privacy rules outlined here.

What are considered Educational Records?

Educational records are defined as records that are directly related to a student and are maintained by Wenatchee Valley College or by a party acting for the college.

What Kind of Information Can WVC Release?

We are allowed by FERPA to release certain kinds of information, known as Directory Information, about a student without their prior consent. Wenatchee Valley College has designated the following as Directory Information and will release this upon request, unless the student has submitted a request for non-disclosure:

Student Name	Major field of study
Dates of attendance	Degrees Earned
Extracurricular activities	Height/Weight of athletic team members
Awards received	Most recent previous college attended

Restricting Release of Directory Information

A student can request that the institution not release any directory information about themselves. Institutions must comply with this request, once received, if the student is still enrolled.

Disclosure of Educational Records

A student can elect to allow, under certain circumstances, for WVC to release non-directory information from their educational records. The student must make such a request in writing using the proper WVC form and specify the purpose for the release, who specifically can receive the information, and what kind of information can be released.

There are exceptions under which WVC will release educational records without a student's prior consent. These exceptions include (but are not limited to):

- WVC school officials with a legitimate educational interest.
- Officials of other educational institutions in which the student seeks to enroll.
- In compliance with a lawfully issued judicial order or subpoena, provided a reasonable attempt is made to contact the student.
- Parents of a student under the age of 21 regarding the violation of any law or institutional policy governing the use of alcohol or a controlled substance.
- To certain officials of the U.S. Department of Education, the Controller General, Attorney General, and state and local educational authorities, in connection with certain state or federal programs.
- To organizations conducting certain research studies for or on behalf of the college.
- Military recruiters requesting information specified by federal law under the Solomon Amendment.
- A crisis or emergency if the release of non-directory information is determined to be necessary to protect the health or safety of the student or other individuals.

Questions or Concerns

If you are unsure about a request for student information or have general questions about WVC procedure regarding student privacy, please contact the Registrar or the Dean of Student Development. A copy of the complete text on student privacy is available from the Admissions/Registration office. Official WVC forms related to student privacy are also available at the Admissions office, as well as through the college web site.