

# MACOMB COMMUNITY COLLEGE PRIVACY OF STUDENT RECORDS



In this day and age, privacy of personal information is paramount on the minds of many private citizens. Macomb Community College takes the protection of the students and their records VERY seriously, and, therefore, complies with the law in order to serve the student's best interest.

The Federal Education Rights and Privacy Act of 1974 (FERPA) allows the release of "Directory Information" without the student's prior consent. This includes student's name; dates of attendance; major field of study; weight and height of members of athletic teams; degrees and awards received; most recent education, agency, or institution attended; and participation in officially recognized activities in sports. **A student may request that ALL information be considered private and therefore not released to anyone.** A student would have this action taken by submitting in writing to the Office of Enrollment Services a request that a privacy hold be placed on her/his record.

**With regard to parental access to a student's file:** The *Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended-Revised Edition 1995* states: "At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student." Records **MAY** be released if the student grants permission using the form below or if a subpoena is issued legally forcing the College to release the student information or if the parents assert their rights to the information because the student is their dependent as defined by the Internal Revenue code (a copy of the proper tax form would be required).

If a student wishes to grant permission to a parent/guardian/spouse or other person to have access to their educational record, **the student must complete and submit the following form in person – no exception.**

**Photo identification must be provided by any person requesting access to a student's record.**

## ENROLLMENT SERVICES RELEASE OF INFORMATION FORM

I, \_\_\_\_\_, Social Security Number \_\_\_\_ / \_\_\_\_ / \_\_\_\_ or Macomb Community College Student ID Number \_\_\_\_\_, request that any and all information in my student record be released to the following person: \_\_\_\_\_.

I understand that this release is only valid until such time as I request that Macomb Community College remove such access to the person named in this form.

You may reach me at (\_\_\_\_) \_\_\_\_\_ (daytime phone number) if you require additional information.

When I attended Macomb Community College, my name was \_\_\_\_\_ (if different from above).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_