

# DISCLOSURE OF STUDENT RECORDS AND DIRECTORY INFORMATION

## PORTLAND COMMUNITY COLLEGE BOARD POLICY STUDENT RECORDS B407

The PCC district shall follow all applicable state and federal laws, rules, and regulations which apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction. Student information may be shared among college faculty and staff on an official (need to know) basis.

## EDUCATIONAL RECORDS POLICY

The PCC district follows all applicable state and federal laws, rules and regulations that apply to Student Records. The Family Educational Rights and Privacy Act of 1974 (Statute: 20 U.S.C. 1232g; Regulations: 34CRF Part 99), also known as FERPA or the Buckley amendment, is a federal law that states (a) a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records and affords students certain rights regarding their educational records. They are:

- The right to inspect and review the student's records. The student may request to review his/her records by submitting a written request to the Records Office having custody of such records;
- The right to seek amendment of the student's records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. Requests for amendment of records must be in writing and must describe the specific portions or specific record(s) the student wishes to have amended, instructions as to the change desired, and reasons why the change is justified;
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibilities.
- The right to file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA.

Note: PCC does not have any directory information. Therefore, all information about a student is kept confidential and not released without express written consent of the student (except when consent is not required by FERPA). While PCC does not have any directory information, the college may contact a student via the phone and mailing address provided by the student, and may leave a voice mail at the provided number.

*Note: FERPA rights belong to the PCC student, regardless of the student's age.*

Questions about these policies can be directed to the College Registrar and the Student Records Office at 971-722-7100

## SOLOMON ACT

Federal law requires PCC to provide student name, address and telephone number to the military for recruiting purposes.

## COMMUNICATION POLICY (MYPCC AND PCC E-MAIL)

Portland Community College will use electronic communication methods to conduct official and legal college business. Communication to PCC employees and students via electronic communication methods will speed the delivery of information. Every student and employee is given the appropriate account(s) to access these communications.

Recipients will be expected to read all electronic communication related to PCC business and when necessary take action as a result of communications received from the College. It is expected that students and employees will monitor their college electronic accounts often to receive the most up-to-date information from the College.