

FERPA & COLLEGE RECORDS

Background:

The Family Educational Rights and Privacy Act, known as “FERPA”, enacted by Congress in 1974 is to protect a student’s rights to privacy, including their grades, academic records, and demographic information.

The Maricopa Community Colleges is bound by this act, and the District has adopted policies that comply with FERPA requirements.

Students at any of the Maricopa Community Colleges or Centers may have access to their own educational records, including nearly all information maintained by the college or center, which is directly related to the student. In most cases, an educational record “directly related to a student,” consists of grades and attendance information. There are strict limitations in what information may be accessed and who may access that information. In most cases Students must grant permission for other individuals, including parents, to have access to their educational records.

FERPA prohibits any person connected with the institution, including administrators, faculty, and employees, from improperly disclosing student information.

The U.S. Department of Education is charged with enforcing FERPA and has created a detailed complaint procedure for those who feel an institution has violated their FERPA rights. It is important for anyone who comes in contact with student information to protect the privacy of student information.

MCCCD Requirement:

At some time during the employment, every Maricopa employee may be exposed to student information. The importance of protection student information cannot be overstated.

Maricopa employees, who require access to the Student Information System (SIS), are required to take the FERPA tutorial before such access will be granted. The tutorial and additional information about FERPA can be access at: <http://www.maricopa.edu/legal/ferpa>.

Upon completion of the online tutorial, an automated email notification will be sent to your college FERPA Administrator to begin the access process.

Please contact your college Admissions & Records FERPA Administrator if you have any questions.