

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of student education records.

FERPA gives parents certain rights to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." In general, information derived from a student's education records may be disclosed only if: (1) it is "directory information;" (2) the student has consented to the disclosure; or (3) the law provides an exception that permits disclosure without the student's consent.

RESIDENCE LIFE

All information maintained by the Residence Life Office is protected material under FERPA. That information includes but is not limited to, billing information, residential assignments, student location within the residence hall(s) facility, student fines, and other academic or residence-related information.

STUDENT CONDUCT

Education record information may, therefore, be disclosed to the parent of a college or university student only with the student's consent or in instances in which one of the many exceptions to FERPA permits disclosure. In regards to student conduct, an institution may (but is not required to) provide information to a parent or legal guardian regarding any violation of law or of an institutional rule or policy governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student committed a disciplinary violation concerning such use or possession and the student is under the age of 21 at the time of both the violation and the disclosure.

Residence Life FERPA Release Form

Student Name: _____ OC ID: _____

This form is your signed consent form for Odessa College to release the indicated educational/residence life records to the individual identified. One form is required per authorized individual. Contact the Director of Residence Life if you wish to revoke this authorization. Please fill out this form, print, sign it, and return it to the Residence Life Office.

I _____ the undersigned, hereby authorize Odessa College Residence Life Office to release the following educational records to the designated individual or entity listed below (Circle which applies):

RLR	SCR	Both
•Residence Life Records	•Student Conduct Records	•Residence Life and Conduct Records

Access to student records will only be granted to the individual listed below when they provide the password you assign. Be sure to give the password to the individual listed below. Odessa College will not release your information unless the authorized individual provides the password.

Please enter password: _____

Designated Individual/Entity

Name: _____

Address: _____

Phone: _____

Relationship:

Parent/Guardian

Spouse

Other _____

By signing this authorization, I waive my rights of nondisclosure of my student records under FERPA to the person or entity specifically listed herein. I hereby release and hold Odessa College harmless from any claims and liabilities that may arise from my instructions. This executed FERPA Release Form will be in effect and retained in my student records from the date indicated below until I notify Odessa College Residence Life of a change in the status of this form.

Student Signature: _____ Date: _____