

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

EDUCATIONAL RECORDS MANAGEMENT:

On November 19, 1974, the Family Educational Rights and Privacy Act of 1974, as amended, became law. Under this law, eligible students or any parent/guardian of any student enrolled in any educational institution receiving federal funds, are given certain rights concerning their educational records. Eligible student means a student who has attained 18 years of age or is attending an institution of post-secondary education. It is assumed the eligible student is dependent upon his or her parents for financial support.

Educational records are maintained by the college for all students accepted for enrollment. The Act also states that students are entitled to a hearing to challenge the content of these educational records. Some of the grounds on which records may be challenged are:

- A. The records are inaccurate.
- B. Misleading.
- C. In violation of the privacy or other rights of students.
- D. Contains inappropriate data.

Students will be provided an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein and to insert into such reports a written explanation.

Before any personal, identifiable, or educational record will be released to third parties, written consent must be given by the student.

Eligible students or parents have the right to appropriate interpretations of the content of their educational records.

The following information is defined as directory information: name; address; telephone listing; date and place of birth; major field of study; recognized activities and sports; dates of attendance; degrees and awards received; parents or guardian's name; and the most recent previous educational agency or institution attended by the student. NCK Tech will not designate student's sex, including transgender status, as directory information. If a student believes that any or all of the above directory information should not be released, the Registrar must be notified in writing.

In keeping with the Rights and Privacy Act, the office of Financial Aid will only release information about the student's financial aid situation to those parties within the college concerned with the student's financial welfare, as it relates to attendance at North Central Kansas Technical College. Inquiries from off campus agencies such as the State Department of Social and Rehabilitation Services, etc., will be answered only if the student provides the Financial Aid Office with a written release form.

In addition, the student's college records and information can, and will only be released to any other party only after the student has signed a release form granting the college permission to share the student's information with the party or parties identified. Release forms can be obtained from the Registrar's Office.

North Central Kansas Technical College

Beloit Campus

P.O. Box 507 | 3033 U.S. Highway 24 | Beloit, Kansas 67420
1-800-658-4655 | 785-738-2276

Hays Campus

2205 Wheatland Ave. | Hays, Kansas 67601
1-888-567-4297 | 785-625-2437



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A copy of the Educational Records Policy is available at the Administration Office. After exhausting all procedures, the student has a right to file a complaint with the Department of Health, Education and Welfare, Room 5660, 330 Independence Ave., S.W., Washington, D.C. 20201 or phone (202) 245-7488.

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