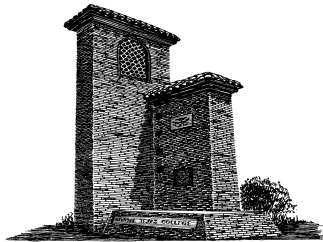


Colleague Learning Guide

**Colleague  
FERPA & Security  
Procedures**

**CENTRAL  
TEXAS  
COLLEGE**



**Education for the Individual**

**COLLEAGUE FERPA & SECURITY PROCEDURES**  
Central Texas College

Central Texas College  
**COLLEAGUE LEARNING GUIDE**

**FERPA & SECURITY PROCEDURES**

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Central Texas College and its Operating Units, Divisions, and Sponsored Activities prohibit discrimination in employment practices because of race, color, religion, gender, national origin, age, disability, or veterans' status.

**COLLEAGUE FERPA & SECURITY PROCEDURES**  
**Central Texas College**

**Revision History**

<i>Date</i>	<i>Pages</i>	<i>Added Updated</i>	<i>Description</i>
8-12-05	NA	Added	Revision History
8-12-05	9	Added	Special "Don'ts" for the Faculty
8-12-05	12	Updated	Removed double entry of Country of Citizenship under Never Include
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**COLLEAGUE FERPA & SECURITY PROCEDURES**  
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The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by the College. Central Texas College’s institutional policy is consistent with the intent, guarantees, and safeguards embodied in the legislation.

# COLLEAGUE FERPA & SECURITY PROCEDURES

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### FERPA OVERVIEW

**FERPA** is a mnemonic for the **Family Educational Rights and Privacy Act of 1974 as Amended**. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. It is also known as the “Buckley Amendment”; the federal law designed to

- protect the privacy of education records,
- establish the right of students to inspect and review their education records, and
- provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

Faculty and staff of CTC are required to ensure compliance with the **Act** by understanding the provisions and applying them to procedures and processes within the institution.

- College students must be permitted to inspect their own education records.
- School officials may not disclose personally identifiable information about a student nor permit inspection of students’ records without written permission of the student, unless such action is covered by certain exceptions permitted by the law.

### Compliance Requirements

1. Provide annual notification to students of their right to
  - Inspect and review their education records.
  - Request an amendment to their education records.
  - A hearing if the request for an amendment is unsatisfactory.
  - Place a statement in the record setting forth their view of the contested information.
  - Request that the college **not disclose directory information** items about them.
  - File a complaint with the U.S. Department of Education.
  - Full disclosure that
    - **school officials** within the college may obtain information from education records without obtaining prior written consent,
    - there is criteria for determining who will be considered school officials, and
    - **legitimate educational interests** will entitle school officials to have access to education records.
  - Know which information the college has designated as public or directory information.
2. Provide students access to their education records.

# COLLEAGUE FERPA & SECURITY PROCEDURES

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### Education Records

#### What are Education Records?

An education record is any record, with certain exceptions, maintained by the college that is directly related to a student or students. An education record can contain

- a student's name or students' names or
- information from which a student, or students, can be personally (individually) identified.

These records include files, documents, and materials in any medium, including but not limited to handwriting, computer programs or software, print, tapes, disks, film, microfiche, microfilm, and e-mail that contain information directly related to students and from which students can be personally (individually) identified.

Examples: Transcripts, Admissions and Registration forms, Drop/Add forms, Residency Certification forms, Civilian and Military Evaluation documents, Student-Related memoranda or correspondence, Grades.

#### What is "Personally Identifiable" Information?

Personally identifiable information means data or information, which includes

- the name of the student, the student's parent, or other family members;
- the student's campus or home address;
- an identifier such as a Social Security Number or student number;
- a list of personal characteristics or other information which would make the student's identity easily traceable.

Examples: Grades posted on a bulletin board outside of an instructor's office using the last four digits of the student's Social Security Number; instructor's grade book with the student's last four digits of their Social Security Number; grade book, which can include grades of homework assignments and projects, tests scores, and final course grade; Federal Application for Student Financial Aid, which includes student's name and Social Security Number.

#### What are not Education Records?

- Sole possession notes made by one person as an individual observation or recollection, and are kept in the possession of the maker, which are not accessible or revealed to another person except a temporary substitute.

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- Sole possession notes are not notes taken in conjunction with any other person such as counselor’s notes or interview notes.
- Notes that are shared with another person, or placed in an area where they can be viewed by others makes them “education records” and subject to FERPA.
- Employment records maintained exclusively for individuals in their capacity as employees.
  - Records of individuals who are employed as a result of their status as students (work study) **are** education records.
- Law enforcement unit records created and maintained by a law enforcement unit for that purpose and revealed only to law enforcement agencies of the same jurisdiction.
- Medical records (doctor-patient privilege records).
- Alumni records (information obtained when no longer a student and does not relate to the person as a student).
- Information and records obtained by recruitment prior to becoming a student.
- Admission application that relates to an individual who was not accepted or did not attend the institution.

## **Authorized access**

### **Information Released Without the Student’s Consent**

Information may be released from the student’s educational record to the following entities without the student’s consent:

1. Parents, if student is over 18 and still a legal dependent—parental affidavit required. See additional information under parental rights.
2. Parent/legal guardian of a student under 21 years—information related to any violation of university policy or state, federal, or local law governing use or possession of alcohol or controlled substance.
3. School employees who have a legitimate educational interest.
4. School officials with a need-to-know related disciplinary action taken against a student.
5. Legal counsel, psychologists, or collection agents—are considered “other school officials” as they provide types of services that would allow them to obtain access to education records without consent as long as they have a legitimate educational interest in the information or records.
6. Organizations doing certain studies on behalf of CTC.
7. Accrediting organizations.
8. Other schools, upon request, in which student is seeking/intending to enroll.

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9. Appropriate individuals, businesses, or entities in connection with financial aid eligibility, amounts or conditions of financial aid, or to enforce the terms of the conditions of aid.
10. Appropriate parties who need to know in cases of health/safety emergencies when necessary to protect health/safety of the student and others.
11. Individuals requesting directory information on a student provided the student has not requested his or her information be withheld.
12. Certain government officials of the U.S. Department of Education, the Comptroller General, state/local educational authorities in conjunction with an audit, authorized representatives of the U.S. Attorney General for law enforcement purposes, or state or federally supported education programs.
13. Individuals with a judicial order, subpoena, or legally authorized request.
14. State/local authorities, within the juvenile justice system, pursuant to specific state law.
15. Alleged victim of a crime of violence—the results of disciplinary processing with respect to crime.

### **Authorized Access Definitions and Procedures**

School officials include those with a legitimate educational interest.

Requests for records should be submitted to the Executive Secretary to the Chancellor. A student or parent will be provided an opportunity to inspect and review his or her child's education records within 45 days of the receipt of the request.

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**IF IN DOUBT, DO NOT RELEASE! CONTACT THE DIRECTOR OF RISK  
MANAGEMENT OR GENERAL COUNSEL!**

# COLLEAGUE FERPA & SECURITY PROCEDURES

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### Special “Don’ts” for Faculty

#### To avoid violations of FERPA rules, **DO NOT**:

- at any time use the entire Social Security Number of a student in a public posting of grades
- ever link the name of a student with that student’s social security number in any public manner
- leave graded tests in a stack for students to pick up by sorting through the papers of all students
- circulate a printed class list with student name and social security number or grades as an attendance roster.
- discuss the progress of any student with anyone other than the student (including parents) without the consent of the student
- provide anyone with lists of students enrolled in your classes for any commercial purpose
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

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### **Student Access**

#### **Documents Students May Access:**

Students/former students have the right to inspect and review their educational records through established procedures. CTC is not required to provide copies of the educational record unless failure to copy would deny access.

- Records cannot be destroyed if request is pending.
- Reasonable fees can be charged for copying and mail service.

Students/former students also have the right to review records of requests for disclosure of their personally identifiable information.

#### **Documents Students Do Not Have Right to Access:**

- Financial information submitted by the parents/legal guardian.
- Confidential letters and recommendations placed in the student's file before 1/1/1975.
- Confidential letters, etc., related to admissions, employment, job placement or honors to which a student has waived rights of inspection and review.
- Educational records containing information about other students such as
  - Grades
  - Test Scores

### **Parental Rights**

Parent is defined as natural parents, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

Parents may access, seek to amend, or consent to disclosures of their children's education records unless provided with a court order or legal document to the contrary.

Parental rights transfer to a student

- upon reaching 18 years of age or
- attending any school beyond high school.

The law allows parents access to a student's educational records if a student is claimed as a dependent for federal income tax purposes. If only one parent claims the student, the other parent is also granted access. A step-parent who is not present on a day-to-day basis in the child's home does not have rights under FERPA to the child's education records.

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The parent must complete a Parental Affidavit for Academic Information form each time information is requested. Although a parent may access student information, the parent may not act on the student's behalf except in emergency situations, or if the student provides consent.

### **Student Consent for Release of Information**

If a student is not claimed as a dependent on a parent's federal income tax return, the parent can have access only if the student authorizes a written release of information.

### **Spouse and Family Members Acting on Behalf of Students**

A spouse, parent, or other third-party may not act on behalf of a student unless the student authorizes the individual to do so. Students must provide written consent, and list exactly what action is to be taken.

# COLLEAGUE FERPA & SECURITY PROCEDURES

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### Directory or Public Information

Directory or public information is information contained in a student's education record, which would not generally be considered harmful or an invasion of privacy if disclosed.

Although directory information is not required to be included in the college's annual notification, the college must notify students of what information the college has designated as directory information. Requirements to be in compliance are

- Students must be notified of the items of directory information.
- Students must be given the opportunity to request that directory information not be released. The right of **non-disclosure** applies to directory information only.

### Directory Information Includes:

- Student's name
- Local address
- Permanent address
- E-mail address
- Telephone number
- Date/place of birth
- Major program of study
- Dates of attendance
  - Refers to the period of time such as a spring 2004 semester, first quarter 2003, or Academic Year 2003/2004
  - Cannot include specific daily records of a student's attendance
- Enrollment Status/full or part time (will appear in summer bulletin and catalog update)
- Degrees, awards, and honors received
- Most recent educational institution attended
- Photographs
- Classification (freshman, sophomore, or unclassified)
- Participation in officially recognized activities and sports
- Height/weight of Athletic team members (will appear in summer bulletin and catalog update)
- Date of graduation

### Directory Information Can Never Include:

- Social Security Number or Student ID
- Race
- Ethnicity
- Nationality
- Gender

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- Grades
- Grade Point Average
- Country of Citizenship
- Religion

### **Unauthorized Release**

Information or data that is not designated directory information can only be released if the student's written permission is obtained or the release can be justified under one of the exceptions to student's written permission.

The student may also request that the institution withhold directory information. A copy of that form has been included in this manual for your reference.

In compliance with the Family Educational Rights and Privacy Act of 1974, as Amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the CTC Records Office is notified in writing by the student before the

- 12<sup>th</sup> class day of the fall and spring semesters,
- the 6<sup>th</sup> class day of eight-week terms, and the
- 4<sup>th</sup> class day of summer semesters.

Information will **not** be released until after the official certification date of each semester, term, or quarter.

A written request to withhold directory information may be accepted after these dates, but CTC will not be held responsible for the release of directory information prior to receiving the Request to Withhold Directory Information in the Registrar's Office.

### **Authorization to Withhold Disclosure of Directory Information**

It is important for a student to understand the ramifications of requesting that Directory Information be withheld. Any future requests for such information from non-institutional persons or organizations will be refused. For example, CTC will **not** be able to verify a degree or certificate earned or enrollment for possible employment, insurance purposes, credit card applications, etc. Effective January 2004, the request to withhold remains on the student's record indefinitely unless the student withdraws the request in writing.

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A student requesting directory information to be withheld may authorize in writing at a later date on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information. A written request must be submitted each time on an item-by-item basis for information if the student decides to withhold disclosure of directory information.

### **CTC Employee Responsibilities**

Before releasing directory information, check the student's record in the Colleague Student System (see procedure starting on the next page) to determine if the student authorized release of directory information. If there is an "N" in the directory field, you cannot release any information on the student, to include not revealing to the requestor that the individual is a student at CTC. If a student's record indicates directory information is not to be released, your response to the individual requesting the information will be:

**“I do not have any available information on this individual.”**

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***Process: Disclosing Directory Information***

***This process starts when an individual or organization requests directory information***

- A. In the **ST** module, enter <**SPRO**> in the **Mnemonic** box. If you do not have access to the **SPRO** screen due to security restrictions, access the **BIO** screen from the **ST** module or the **CORE** module and go to step E.
- B. In the **Student Lookup** prompt, enter the SSN. If no SSN, enter the correct name, and choose the person from the resolution screen if necessary.
- C. On the **SPRO** screen, locate the **Directory/Privacy** field (see Figure 1). If the field is blank, directory information may be released. If the field is populated with an **N**, do not release the directory information.
- D. Exit the account by clicking on the **Cancel** button. This will take you back to the main menu screen. This ends the process from the **SPRO** screen.
- E. In the **Person Lookup** prompt, enter the SSN. If no SSN, enter the correct name and choose the person from the resolution screen if necessary.
- F. On the **BIO** screen, locate the **Dirctry** field (see Figure 2). If the field is blank, directory information may be released. If the field is populated with an **N**, do not release the directory information.
- G. Exit the account by clicking on the **Cancel** button. This will take you back to the main menu screen. This ends the process from the **BIO** screen.

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The screenshot shows the 'SPRO-Student Profile' form. At the top is a blue header bar. Below it are two sections for 'Preferred Mailing Address' and 'Preferred Residence'. The main form area contains several fields: 'Academic Program' (with a dropdown menu), 'Cust Pgm', 'Acad Level', 'Status', 'Status Date', 'Ant Cmpl Date', 'Admit Status', 'Student Types/Date', 'Home Location', 'Advisors', 'Restrictions', 'Directory/Privacy', 'Terms', 'Transcripts', 'Locator X', 'Addl Profile Data', 'Hiatus', and 'Demographics'. A callout bubble with the text 'Look here!' points to the 'Restrictions' field.

Figure 1

The screenshot shows the 'BIO-Biographic Information' form. It features a blue header bar. The form includes fields for 'Source', 'Origin/Dt', 'Prefix', 'Name LFM', 'Suffix', 'Pref Name', 'Mail Name', 'Nickname', 'Birth LFM', 'Other LFM', 'Birthplace', 'Status', 'SSN', 'Mar Stat', 'Citizen', 'Gender', 'Ethnic', 'Privacy', 'Dirctry', 'Birth Date', 'Deceased Date', 'Entry Date', and 'Last Changed'. A callout bubble with the text 'Look here!' points to the 'Privacy' field.

Figure 2

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### Forms

All forms are available on the CTC website at <http://www.ctcd.edu>. Click on the Quick Links and go to the Forms Directory. Forms are also available in the System Registrar's or Dean of Student Developmental Services office and the applicable Campus Student Services Office.

- **Request to Withhold Disclosure/Release Disclosure of Directory Information.** Dual purpose form that the student may use to request directory information to be withheld and to release directory information.
- **Student Consent for Release of Academic Records.** Student's authorization to release information to another individual.
- **Parental Affidavit for Academic Information.** Used by a parent to request academic information if the student is carried as a legal dependent by one or both parents.

# COLLEAGUE FERPA & SECURITY PROCEDURES

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### SECURITY OVERVIEW

In the FERPA overview, we discovered that FERPA was a mnemonic for the Family Educational Rights and Privacy Act of 1974 as Amended. We will now introduce you to another mnemonic for FERPA. It is **For Everyone to Remember Privacy Always**. In keeping with the spirit of compliance, there are certain security procedures that have been mandated in order to keep electronic records tamper resistant and to prevent unauthorized access.

### General Security Guidelines

Unauthorized release or use of information violates federal law and jeopardizes the employee and the college. All users of the college's student information system (Colleague) must adhere to strict security guidelines. Employee access is periodically monitored.

Violations of the mentioned laws and regulations should be reported to the unit's department head for investigation and for necessary corrections or prescribed remedy.

### Data Protection and Privacy

1. Colleague access licenses are limited. It is imperative that the user log off the system immediately after each use. Colleague is also set to time out after 30 minutes of inactivity. If this happens, all data could be lost.
2. Place monitor so that the visitor's view is controlled and clear the screen after each visitor. Computer monitors should be located so that visitors to the office are unable to see codes entered on the screen or typed on the keyboard. A monitor that sits on a turntable can be rotated to show a student specific information on his/her record, but then it must be returned to the original position to allow the user to enter additional codes or access information on other students.
3. Passwords limit entries to the computer system. Your password is unique, known only to the user. Memorize your password. If it must be recorded, store it in a safe place, preferably encoded so others cannot read it. It should not be taped to the terminal, keyboard, or stored inside a desk drawer.
4. Keep printed materials such as a student's official file, admissions applications, registration forms, transcripts, etc., stored out-of-sight. The safest storage areas are

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locked drawers and file cabinets. Do not toss student or other identifiable educational records in a trash can. Each office should set up a designated plan for disposal of confidential information, such as shredding. Anything that contains personal identifiable academic information should be properly destroyed.

5. Log off when leaving your PC or when you no longer need access to the PC. The user who is logged on is responsible for EVERYTHING that is done on that PC.
  - Log off whenever you leave a monitor; e.g. going to the copier; taking lunch break; having a short break; going to another office.
  - Log off if you do not anticipate using the monitor for at least 10 minutes.
  - Log off at the end of each day!
6. Lock your office when you leave it. You can also lock your computer if you are only going to be away for a very short time. Student information on reports, etc., can be taken in an instant. Secure documents with confidential or identifying information in locking desks and cabinets.
7. Removable disks with student data must be protected just as if it were on paper or on the screen.
8. Remarkable care should be given to student data included in e-mails. Employees must ensure that the information is task relevant and falls within authorized use. Student data should not be sent to an employee's home e-mail account.

### **Employee Security Precautions**

1. Do not let others perform tasks with your username and password! You are responsible for everything that is done under your username and password. It identifies the individual as a legitimate user and gives access to electronic records. A user should change the password any time they suspect others have obtained it.
2. Be alert to suspicious behavior, questions regarding procedures, and visitors entering the area who are not accompanied by an authorized employee. An employee should not be hesitant to question any individual who does not appear to have a legitimate reason to be in the office.

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3. Employees should not discuss with friends or unauthorized users updating or accessing student records. A casual conversation may give unauthorized users sufficient information to be able to get into the system. Conversely, an employee should not issue a challenge regarding the security of the system, as it could be construed as an invitation to crack the system.
4. An unauthorized change to a student's record is grounds for immediate dismissal. If an employee is approached to make an unauthorized change of data, the employee should report the incident to the Registrar or appropriate Campus Student Services representative. Although you may refuse a request, it is possible that the request could be acted upon elsewhere. By reporting the request, the individual's record can be monitored to ensure only authorized changes are made. Audit trails exist for the database supervisors to detect unauthorized changes to significant data.
5. Remain knowledgeable regarding college/governmental policies for use of educational information. If in doubt, contact the Systems Registrar. Requests for student information come from various sources such as:
  - requests for listings or mailing labels under the Open Records Act. Requests must be submitted in writing to the Executive Secretary to the Chancellor.
  - requests by student organizations. At the Central Campus requests must be submitted through the Office of Student Activities or the sponsoring faculty member.
  - attorney requests for documents. All requests must be forwarded to the Executive Secretary to the Chancellor who will ensure appropriate verification and process the request.
  - if serving a student's request for personal academic information in any printed form, you must have a written release to process information. Keep the request for one year.

If the requests are approved, the Office of the Systems Registrar provides the information.

6. Employees who terminate or transfer must have their usernames/passwords cancelled. Supervisors must notify the Information Technology department immediately of an employee's termination or transfer.

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### LEARNING ACTIVITY

After reading the scenario listed below, write down what your course of action would be. Remember to refer to the laws, regulations and policies that are mentioned throughout this manual. Assume that you have the permission and access to give the information requested.

1. A tuition reimbursement officer from a local employer calls to verify that their employee is enrolled at CTC. What do you do?
2. You get a phone call and according to the caller ID, it is an internal caller. The person says that they are calling from the Information Technology department. The caller informs you that the Colleague system is showing error messages and they need your logon and password to help track down the source of the system errors. What do you do?
3. John Smith, wearing his ID badge, from the Records department drops by your office and asks you to use your computer. He was in your office building dropping off some documents and then realized that he needed some information from Colleague to send an e-mail to Germany. Not only does he ask you to use your computer but he needs to get on to the Colleague system for some data to include in the e-mail, and he has forgotten his password. He is on a deadline and if he doesn't get this information right away, there may be disastrous consequences. What do you do?
4. Jane Goodness, a student at CTC has been in an accident. The off campus law enforcement agent calls CTC and asks for Jane's home address, telephone number and emergency notification contact. What do you do?
5. A reporter from the local newspaper calls and asks you for the classification and enrollment status of a student who just won a national talent competition. The reporter is preparing a feature article on her. What do you do?
6. Ms. Mary Overprotective comes in and requests to know the grades from the previous term of her 17 year old daughter. There is no authorization on the account but she shows you her income tax form showing you that she claimed her daughter as a dependent. What do you do?
7. You are an instructor and a student calls asking you for her or his test scores over the telephone. What do you do?

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8. Joann Matthews, the Training Specialist at CTC, asks you to give her several records of students so that she can enter them into the Colleague education account. What do you do?
9. The SACS-COC team submits a request for a list of students that they want to talk to in order to find out how QEP is being implemented. What do you do?
10. You are with a group of coworkers at a local restaurant. One of them asks you if you got a chance to finish Patricia Fitzgerald's prospect file. She begins to then remark about what a great student she would make especially with grades like hers. She mentions that she knows that the recruiters have been targeting the San Saba area for new students. What would you do?
11. While working on a state report full of student data, a student asks you for directions. What do you do?
12. You receive a request for release of academic and financial information from an attorney's office for a student who is deceased. Attached to the document is an authorization signed by the deceased's spouse.

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### Request to Withhold Disclosure/Release Disclosure of Directory Information

**Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).** In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the Central Texas College Records Office is notified in writing by the student before the 12<sup>th</sup> class day of the fall and spring semesters, the 6<sup>th</sup> class day of eight-week terms, and the 4<sup>th</sup> class day of summer semesters. Your request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the **Request to Withhold Directory Information** in the Registrar's Office. It is important that you understand the ramifications of requesting that Directory Information be withheld. Any future requests for such information from non-institutional persons or organizations will be refused. For example, CTC will not be able to verify a degree earned or your enrollment for possible employment, insurance purposes, credit card applications, etc. If you graduate, the withhold directory flag will remain on your records after graduation.

This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory. Should you request Directory Information withheld, you may authorize at a later date on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

#### **Directory Information**

**Central Texas College designates the following as Directory Information:**

- Student's name
- Local Address
- Home address
- Electronic email address
- Telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Most recent or previous educational agency or institution attended
- Photographs
- Major field of study
- Dates of attendance
- Degrees, awards, and honors received
- Classification (freshman, sophomore, unclassified)
- Date of graduation

### REQUEST TO WITHHOLD/RELEASE DIRECTORY INFORMATION FORM

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#### **Withhold Directory Information**

I want **Directory Information** to be *withheld*. (**Directory Information** includes all items listed above.)

I wish to prevent the disclosure of my **Directory information** and understand the ramifications of doing so.

Name (print) \_\_\_\_\_

CTC student ID# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

From the date this form is received in the Registrar's Office, we will honor your request to Withhold Directory Information until you request in writing that you wish to remove the Withhold Directory Information designation. You may authorize the release of information in writing on an item-by-item basis without removing the Withhold Directory designation.

---

#### **Release Directory Information**

I want **Directory Information** to be *released*. (**Directory Information** includes all items listed above.)

I no longer wish to prevent the disclosure of my **Directory information** and release Central Texas College from any responsibility to withhold open **Directory Information** from the date this is received in the Registrar's Office.

Name (print) \_\_\_\_\_

CTC student ID# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Your request to Release Directory Information will become effective on the date received in the registrar's office.

Return this form to Central Texas College, Registrar's Office, P.O. Box 1800, Killeen TX 76540 (Fax 254 526-1111)





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Central Texas College

**FERPA Training Completion and Request for Colleague Student System Access to View Basic Student Records**

All employees requesting access to the Colleague Student System must undergo training in the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) prior to accessing student information. If you have any questions, please contact the Registrar's Office at (254) 526-1114 or your designated Campus representative.

I understand as a CTC employee, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Central Texas College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

**Agreement**

By signing this form, I am affirming that I have reviewed and understand all the information regarding FERPA provided in this FERPA training guide.

I understand that all information contained in the Student System is regulated by college policy and procedures. Any unauthorized use of these systems could result in the loss of Student Record Access and possibly disciplinary or criminal action.

I understand that completion of this class does not automatically guarantee access to Datatel's Colleague system. Module access is determined by security classification and task specific job requirements.

**Directions for form completion:** Please completely fill out the information requested. After all of the appropriate signatures have been obtained, send the completed form to the Employee Training Department, Central Campus, Killeen, TX.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Social Security Number\*

\_\_\_\_\_  
Campus/Site/Department

\_\_\_\_\_  
Employee Assigned ID Number

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Phone Number/Extension

\_\_\_\_\_  
Dean, Director, Department Chair, or Other Approval Authority

\_\_\_\_\_  
Phone Number/Extension

\_\_\_\_\_  
\*Pursuant to 5 U.S.C. §552(b) you are notified that disclosure of your Social Security Number is voluntary and that your Social Security Number will be used to verify your status as an employee of Central Texas College.