

# Privacy of Records

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In the United States, the educational records of students in colleges and universities are protected by a federal privacy law called **Family Educational Rights and Privacy Act (FERPA)**. Under FERPA, the only person allowed access to a student's record is the student, and college employees who need the information to complete their work. Nobody else can access or be given information from a student's record, including:

- Anyone in the student's family, even if they are paying the student's tuition
- The student's agent(s)
- The student's friend(s), roommate(s), etc.
- The student's teacher(s)

Information protected under FERPA includes the following:

- Student ID number, or Social Security Number
- Class schedule
- Grades
- Disciplinary action
- Immigration status and related information (out of status, transfer information, OPT, etc.)
- Financial information related to the student's enrollment (fees, money owed, etc.)

FERPA does not cover some information, such as address, phone number, etc., but Seattle Colleges does restrict access to these details as well. Seattle Colleges will only release the following:

- Student's name
- Major field of study
- Enrollment status
- Dates of attendance
- Participation in recognized sports
- Degree or certificate earned
- Term degree or certificate earned
- Honors

Please note that a student always has the right to prevent anyone from knowing even this basic information, if s/he chooses to protect it.

Seattle Colleges recommends that parents make arrangements with their children to get quarterly grade reports, which are available from the student's account on our websites. Parents can easily require these reports before they allow their child to continue studying in the United States.

Students may authorize Seattle Colleges to release educational information to a designated person by completing an Authorization to Release Information form. Students must complete the form in the International Programs (IP) Office, and the form must be witnessed and signed by the International Programs staff. The form can only be submitted by the student, and not by parents, relatives, agents or other individuals.