



LOUISIANA DELTA

COMMUNITY COLLEGE

POLICIES & PROCEDURES

Title: FERPA

Document Number: ES_404

Effective Date: 08/01

Revised Date: 02/13

Department: Admissions & Records

Purpose

Louisiana Delta Community College recognizes that maintaining student information and academic records is vital to the student's education and to institutional research. The College is obligated to exercise discretion in recording and disseminating information about all students to insure privacy is maintained.

Scope

Entire College community.

Policy

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P .L. 93-380, Education Amendments of 1974, which amends the General Education Provision Acts Sec. 438), postsecondary students attending Delta have access to their official records. Delta assumes that all students are independent unless the parents document dependency. Parents may document dependency by showing that the student is listed as a dependent on the parents' latest Federal Income Tax return. The Act further provides that certain information designated as "Directory Information" may be released by the College about the student, unless the student has informed the Registrar in writing that such information should not be released.

Directory Information

At the College's discretion, Directory Information, in accordance with the provisions of the FERPA, may be made available including: *student's name, local address and phone number, home address and phone number, email address, date and place of birth, major field of study, dates of attendance (past and current), full or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received and dates, and most recent previous educational agency or institution attended.* Students may withhold Directory Information by notifying the Registrar in writing within two weeks after the first day of class. Student requests for non-disclosure will be

honored by the College for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Registrar's Office.



LOUISIANA DELTA
COMMUNITY COLLEGE

Enrollment Services Office, 7500 Millhaven Road, Monroe, LA 71203
Phone (318) 345-9003 FAX (318) 345-9002

**AUTHORIZATION OF
GRADE DISCLOSURE**

I hereby authorize Louisiana Delta Community College (LDCC) to release my grades for the _____ academic year to my parent(s), or (other named individuals or entities). If parents live at the same address, please list them on address #1.

Please Print:

1. _____
Name

2. _____
Name

Address

Address

City, State, Zip

City, State, Zip

If person(s) named above are not your parents, how are they related to you?

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only to the persons specifically listed. This release does not permit the disclosure of these records to any other person(s) or entities without my written consent.

Student Name: (Print) _____

Student Signature: _____

Banner I.D. Number: _____

Date: _____



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**Request for Confidential Status
Of Directory Information**

Please Print:

Name: _____

Banner I.D. Number: _____

Semester: _____

Academic Year: _____

At its discretion, Louisiana Delta Community College (LDCC) may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA). Directory information at LDCC includes the following: student's name, address, telephone number, date and place of birth, major or field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. No other student information is released to non-college personnel without your written permission. By completing this form, you will be requesting that information NOT be released to non-college personnel without your written permission excepted as permitted by FERPA.

Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or in person with a picture ID; friends, fellow students or relatives who are trying to reach you will not be able to do so through the college; information that you are a student here will be suppressed, so that if a loan company, prospective employer, family member, etc., inquiries about you, they will be informed that we have no record of your attending here. Regardless of the effect upon you, LDCC assumes no liability as the result of honoring your instructions that such information be withheld.

Requests for Confidential Status of Directory Information will be honored by the college for no more than one academic year (fall/spring/summer). Re-authorization must be filed annually in the Registrar's Office within the first two weeks of the fall semester.

Student Signature: _____

Date: _____

