

Family Educational Rights and Privacy Act (FERPA)

CCP students are included in the Lakeland FERPA policy. However, given their dual enrollment in high school, application of the policy may include situations that are different than those generally encountered on campus. Examples include the following:

Sharing with parents

Parents of high school students may have expectations of greater involvement in their child's academic experience. Our CCP brochure clearly states that FERPA applies to all Lakeland students, including CCP, regardless of the student's age. A FERPA release form, signed by the student, is required prior to sharing any information with parents. High school faculty teaching a Lakeland course at the high school needs to follow the FERPA guidelines, this would include not meeting with a parent during Teacher Conference unless there is a FERPA Release form on file. This information is communicated to parents during the required New Student Orientation. The FERPA Release Form is available for the student to complete at the Student Service Center, located on main campus in the A-building or by special request to the Registrar (Lakeland FERPA Coordinator) by sending an email to registrar@lakelandcc.edu (include CCP FERPA on the subject line)

Sharing with other Lakeland faculty, staff, or administrators

The dean should be consulted if a faculty member believes that it is necessary to share student educational records with other faculty members without obtaining the student's consent. The dean shall determine whether there is a legitimate educational interest in sharing the student records with other college officials without the student's consent. Health or behavioral concerns may be reported to the CARE Team, dean of students or counselors as part of the "need to know" function of existing Lakeland processes and support services.

Sharing for the purpose of participation "eligibility" at the high school

Occasionally, students may make a request for an academic progress update from faculty as part of an eligibility requirement for participation in high school activities. These requests are generally timed at the end of the high school's grading period. This has been a long-standing and common practice at Lakeland. On the CCP homepage at lakelandcc.edu/ccp can be found the Student Extracurricular & Athletic Eligibility Form. It is the student's responsibility to provide adequate notice to faculty when making such a request.

Requests for official verification of grades, academic standing or transcripts

If a student makes a request for information that will be sent directly to a third party (e.g., "good student" verification for insurance, scholarship application, college application, or community-based programs), the requests should be directed to the Student Service Center. Such requests generally require official end of term grades, academic standing or transcript verification and will likely require validation by the Registrar's Office.