

## **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) Access to records and (2) the release of such records.

Southwestern Indian Polytechnic Institute has developed policies and procedures which comply fully with the intent of this legislation, thereby ensuring students access to their educational records and protecting such individuals' rights to privacy by limiting the transferability of their records without their consent.

The other major aspect of the Privacy Act of 1974 refers to the release of information concerning students. Other than directory information, the written consent of the student must be obtained before data can be released about that student. This applies to potential employers, schools where students may wish to transfer, reference checks, etc. Directory information, on the other hand, is information which will be released by the college unless a student notifies the Admissions and Records Office that such information in part or in whole is not to be released.

It is the student's responsibility to notify the Admissions and Records Office if he or she does not wish to have any or all of the above information released.

All inquiries regarding established policy and procedures relative to this act should be directed Director of Admissions and Financial Aid. The Office of Admissions and Records is located in the Administration Building or call (505) 346-2324. Additional information is available for the privileged use of the members of the staff and the faculty of Southwestern Indian Polytechnic Institute. This information may not be released to any other parties without the written consent of the student and is considered confidential.