Below is the revised FERPA (Family Educational Rights and Privacy Act) policy from our Nebraska State College System policy manual effective 7/1/2015.

Important Reminders:

- This window shade icon in myPSC indicates that a student has a FERPA restriction in place. If you see this, DO NOT RELEASE ANY INFORMATION on the student.

- Only directory information (per board policy) should be released on any student without the FERPA restriction in place. See below for Directory Information.

- Please note that any information relating to the specific physical location in the permanent address (i.e. street number, PO Box, etc.), grades, GPA or hours are not included in directory information and are not to be released.

NOTE: If you see this icon in the myPSC student information system on any student (placed toward the top of the screen, on the right side), this window shade symbol represents a FERPA restriction that the student has placed on all of their information. When clicked on, you will get the message “No Data Designated Releasable” and “No Photo Designated Releasable”, which means you are not to release ANY information or photos on that student. (I have included a screen shot as an example of the FERPA restriction information icon at the bottom of this email.)

I have attached a document that includes directions on how a student can set up the FERPA restriction within their myPSC account. If students inquire about restricting directory information, please provide them with the attached information or refer them to the Student Records Office and we would be happy to assist them.

Thank you!

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM
POLICY: 3650

BOARD POLICY

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. The Act provides for a student’s right to review education records, the right to seek to amend those records, and to limit disclosure of information from records.
Colleges may disclose directory information relating to a student without violating FERPA, unless a student has restricted the disclosure of his/her directory information in the Student Information System. Directory information consists of:

- Student’s name
- Permanent Address: limited to the identification of city, state and country
- Participation in officially recognized activities and sports
- Weight, height and photographs of athletic team members
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance (only beginning and end dates of semesters)
- Year in School
- Enrollment status (full/part-time)
- The most recent previous educational agency or institution attended

**Right to Review Records**

With certain exceptions, a student has a right to review records which are directly related to him/her and are maintained by the College. A student request to see his/her file is to be sent to the office which maintains the file and will be honored within forty-five (45) days. Students must pay for the cost to make copies of any records. Parents of dependent students have the right to review information about their children, such as grades, bills, and other information without having to gain students’ consent as long as dependency is documented to the College.

**Right to Seek to Amend Records**

If a student believes that any of the education records relating to her or him contain information that is inaccurate, misleading, or in violation of her or his rights of privacy, she or he may ask the College to correct or delete such information by submitting the request to the Vice President for Student Affairs. A student may also ask that additional explanatory material be inserted in the record. The request must clearly identify the part of the record that the student wants changed. It must specify why the record is inaccurate or misleading. There is no obligation on the part of the College to grant such a request. If the College declines to amend the records as requested by the student, it will so inform the student, and the student may request a hearing. The right to challenge the contents of an education record may not be used to question substantive educational judgments that have been correctly recorded. For example, a hearing may not be requested to contest the assignment of a grade.

**Releasing Information Pursuant to Student Consent**

Non-directory information will be released only upon the written request of the student.

When information is released from a student’s file, the student’s written consent, the reason(s) for the release, and the name of the recipient of the release must be attached to the copy of the data released, which is kept in the file. The recommendation or data released must include a statement that the information is not to be released to anyone else without the student’s written consent.

**Releasing Information Without Student Consent**

College employees, representatives and associates who have a legitimate educational interest, may look at a student file in any office (except the Health Center) in order to advise and assist students. A legitimate educational interest is defined as the need to review a student’s educational record in order to: perform an administrative task outlined in that employee’s, representative’s or associate’s duties; perform a supervisory or instructional task directly related to a student’s education; or perform a service or benefit for the student such as health care, job placement, security, residential services, the acquisition of learning materials or student financial aid. Associates with a legitimate
educational interest include third party providers from whom students have purchased content or services in conjunction with a College program, class or activity and for whom the College has an assurance of FERPA privacy protections on file.

Information concerning students obtained through counseling activities will not be made available to unauthorized persons without the expressed written consent of the student involved, except under legal compulsion or where the safety of others is involved or as otherwise addressed in FERPA.

Students may voluntarily waive their right to inspect and review three types of confidential recommendations: 1) application for admission to an educational institution, 2) for employment or 3) for honors or awards. The student must indicate or be notified in advance of the names of all persons making recommendations, including all those solicited by the institution or volunteering their comment. This may not be a general permanent waiver; it must be provided for at the appropriate time for each of the three types of confidential statement or recommendation.

The College may, upon written request, release non-directory personally identifiable education records without student consent in accordance with FERPA and federal regulations. A record of such releases must be maintained by the College.

The College may also release, upon written request, and without student consent, to the victim and/or the general public the final result of a campus disciplinary proceeding involving a violent crime or non-forcible sex offense where the accused was found to have violated College rules or policies.

Colleges shall provide access to education records of students who apply for admission and/or transfer within the NSCS whenever such records are requested by another NSCS College without obtaining student consent for such a release.

Filing Complaints

Persons wishing to file complaints regarding this policy or its implementation may do so with the U.S. Department of Education. See the Vice President for Student Affairs for further information regarding such matters.


Example of FERPA Restriction on a student in myPSC:
Manage Service Indicators

Dixie Lynn Teten

52153140

Display: Effect

Institution: Peru State College

Service Indicator Summary

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Reason Description</th>
<th>Institution</th>
<th>Start Term</th>
<th>Start Term Description</th>
<th>End Term</th>
<th>End Term Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4PK</td>
<td>Parking Permit</td>
<td>Parking Permit</td>
<td>PSCNE</td>
<td>1138</td>
<td>Fall 2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Service Indicator

Return to Search  Notify
Thank you in advance for your attention into this important matter.

Dixie Teten | Director | Registrar
Student Records
P.O. Box 10 | Peru, NE 68421
402.872.2226 | dteten@peru.edu
engage • inquire • discover • innovate
Member, Nebraska State College System

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Student FERPA Restriction Directions

Log into your myPSC account and you will come up to the home page.

From here, click on the “Academics” tab. This will bring you to the screen as below.

Go to Manage My Account and click on “FERPA Restrictions”.
Click the green box labeled “EDIT FERPA/DIRECTORY RESTRICTIONS”.

Click the green box labeled “restrict all fields”.

Then Click “SAVE”.
Click “OK”.

By setting this in your account, this places a notification for any faculty and staff member at PSC to see so that your directory information will not be released.

In the future if you want to take the restriction off, you would follow the same steps and select “release all restrictions” then Save.