



The Family Educational Rights and Privacy Act of 1974 (FERPA)
General Disclosure Consent Form

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. These student rights include:

1. The right to inspect and review education records which pertain to the student
2. The right to challenge the content and accuracy of the records
3. The right to control disclosures of this information with certain exceptions.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Directory Information will be treated as public information and will generally be available on all students and former students at the discretion of the institution. Directory information includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, age, hometown, hobbies and general interest items of members of athletic teams, dates of attendance, degrees, honors and awards applied for and/or received, and previous educational institutions attended by that student.

Any student who does not wish directory information disclosed must file a written request with the Registrar's Office.

I understand my rights as they have been outlined above. I request that any of the following individuals (appropriate identification will be required) be granted access to my academic history and financial aid information.

This consent will remain in effect until you provide a written request to the Registrar's Office that you wish to revoke it.

Name (please print)

Address

City State Zip

Relationship

Student's Name (please print)

Student's Signature

Name (please print)

Address

City State Zip

Relationship

Student EGC ID #

Date

Attention: Additional disclosure of student information is explained in detail on the reverse side

Mail or Deliver To:
EGC Registrar's Office
131 College Circle
Swainsboro, GA 30401
Ph (478)289-2014

(SPACMNT) _____ Revised 6/21/2010

Student Education Records Can Be Released without Student Consent by Certain College Officials:

A student's education records may be disclosed without the student's prior consent if the request is from an internal university official who has a legitimate educational interest in the information. A university official has a legitimate educational interest in a student's records if the official needs the information to fulfill his or her professional responsibilities. A university official is defined as faculty, administrative and classified staff, administrators, trustees, students serving on official university committees or assisting another university official in performing his or her duties, and third parties with whom the university has contracted such as attorneys, auditors, or collection agents.

Student Records Can be Disclosed to Others Without Student Consent in Certain Instances:

East Georgia College may disclose a student's educational record without the student's consent if such disclosure fits within one of the following categories:

1. Directory information *unless* the student has requested in writing that all or a portion of those items designated as directory information *not* be disclosed.
2. The request is from an internal university official who has a legitimate educational interest in the information.
3. The request is from another educational institution where the student seeks or intends to enroll.
4. The request is from authorized representatives of the Comptroller General of the US, Secretary of Education, or to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to Nov. 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.
5. The request is in connection with financial aid the student has applied for or received if the disclosure is for the purpose of determining eligibility, amount or conditions of aid, or to enforce the terms and conditions of the aid.
6. The request is from organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
7. The request is by accrediting agencies to carry out accrediting functions.
8. The request is by a parent or legal guardian of a dependent student, as defined by the Internal Revenue Code.
9. The information is disclosed to comply with a lawfully issued subpoena or court order. The institution must make a reasonable effort to inform the student in advance of compliance unless the subpoena or court order expressly states that providing prior notice would compromise the confidentiality of an investigation or other legal proceeding. Counsel acting on behalf of a college may provide education records to a court without a subpoena or court order when the college has initiated legal action against a parent or student. In such case, the college must provide prior notice to the student or parent.
10. The disclosure is made in the event of a health or safety emergency involving the student. The emergency must pose a significant and articulable threat to the health or safety of a student or other individuals. Disclosure may be made to *only* those persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
11. The final results of a disciplinary hearing against a student who is an alleged perpetrator of a violent crime or non-forcible sex offense *if* the institution finds that the student committed a violation of the institution's rules or policies. The name of the student, violation committed, sanction imposed, and name(s) of other student(s) involved, but only with prior consent of such other student(s).
12. The disclosure is to parents, as defined in § 99.3, of a dependent student, as defined in [section 152 of the Internal Revenue Code of 1986](#).
13. Any violation of federal, state or local law or rule or policy of the college governing the use or possession of alcohol or controlled substances may be made to the parent or guardian if the student is under age 21 and the college has determined the student committed a disciplinary violation.

Students May File a Complaint Alleging FERPA Violation

Students alleging violations of FERPA may file a complaint with the US Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520