

1) Right to review and inspect education records

Students who wish to inspect and review their education records must provide a written request—identifying the specific records as accurately as possible—to the NCF Office of the Registrar.

Alternatively, if the record is held by another officer or office of NCF, the student may submit the written request to the record custodian (the College officer who holds custodial responsibility for that record). That officer may either 1) provide the required access that would be provided by the FERPA Coordinator as noted below or 2) refer the written request to the Office of the Registrar.)

NCF reserves the right to refuse to permit a student to inspect and review the following education records:

1. the financial records of the parents of the student or any information contained therein
2. statements and letters of recommendation prepared by NCF officials or submitted with the student's application for admission which were placed in the student's records before January 1, 1975 or for which the student has waived his/her right of access in writing; provided, however, that if such statements and letters of recommendation have been used for any other purpose other than that for which they were originally prepared, the student may inspect and review them.
3. those records which are excluded from the definition of education records under this policy (sole possession records, employment records, pre-attendance records, alumnae/i records, law enforcement records, and health records as described in Chapter 1-1009 Student Records of the **New College of Florida Regulations Manual**)

http://ncf.edu/c/document_library/get_file?uuid=21c50846-3c8f-4116-bc25-d47e2b936777&groupId=48902

Once a written request is received, FERPA Coordinator or record custodian will locate the records and make them available for the student to inspect and review immediately (if possible) or within 30 days of receiving the written request.

When records contain personally identifiable information about more than one student, the student may inspect only that information which relates to him/her.

Upon reasonable request and demonstration to the FERPA Coordinator that the failure to provide the student with copies of the requested education record would effectively deny the student's right to inspect and review such records, NCF will arrange for the student to obtain copies of such records. (The fee for the copies shall be ten cents per page; this may be waived if the administrative cost of collecting the fee would exceed the cost of the copies.)

Where to Send NCF Education Record FERPA Requests (Non-Disclosure of Directory Information, Inspection and Review of Education Records, and Amendment of Education Records)

The FERPA Coordinator in the Office of the Registrar serves as NCF's central contact for requests regarding privacy and the release of student information. Students should send their written requests regarding non-disclosure of directory information, inspection and review of education records, or amendment of education records, to:

Office of the Registrar, Attn: FERPA Coordinator
New College of Florida
PMD-115
5800 Bay Shore Road
Sarasota FL 34243

2) Right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosures without consent

New College of Florida Transcript Requests

New College transcripts are requested at www.GetMyTranscript.com. The student selects New College of Florida from the list of participating colleges, provides the requested information, and pays the fee online. The student will receive an email once New College receives the request and additional emails regarding the status of the request.

New College of Florida Directory Information

FERPA permits the release of directory information by NCF. Directory information includes a student's name, dates of attendance and enrollment status, date of graduation, and degrees and honors awarded.

Procedure to Request Non-Disclosure of Directory Information

To prevent the release of your directory information, you must notify the Office of the Registrar in writing. The form **Student Request for Non-Disclosure of Directory Information** is provided for your convenience.

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Disclosures Permitted without Consent

FERPA permits the release of personally identifiable information from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals. In addition, FERPA permits release of student records without student consent to the following:

- College officials with a legitimate educational interest.
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 22 regarding the violation of a Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and

- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

College Officials with a Legitimate Educational Purpose

For the purpose of release of student records without student consent, college officials include the following:

- a person serving as a member of the Florida Board of Governors (BOG)
- a person under contract to the BOG/NCF in any faculty or staff position at NCF
- a person employed by the BOG as a temporary substitute for a staff member or faculty member at NCF for the period of his/her performance as a substitute
- a person employed by NCF or the BOG or under contract to the BOG or State of Florida Auditor General's Office to perform a special administrative task for NCF (such persons may be employed as secretaries, clerks, attorneys, auditors, and consultants; they shall be considered to be College officials for the period of their performance as an employee or contractor)

Legitimate educational purpose in this context refers to a need to know in order to perform any of the following:

- an administrative task outlined in the official's position description or contract
- a supervisory or instructional task directly related to the student's education
- a service or benefit for the student such as healthcare, counseling, student job placement, or student financial aid

3) Right to request amendment of education records that the student believes are inaccurate or misleading

Students who believe that their education records contain information which is incorrect should informally discuss the problem with the record custodian.

The amendment may be made if the record custodian finds the information is incorrect because of an obvious error and that it is a simple matter to amend the record to the satisfaction of the student. If not, then the record custodian will provide a copy of the questioned record at no cost and ask the student to submit to the FERPA Coordinator a signed and dated written request for the amendment, identifying the information believed to be incorrect, and stating why it is incorrect.

The FERPA Coordinator, after receiving the written request for amendment, will consult with any appropriate NCF official(s) who might have an interest in the questioned record. If the decision is made to amend the record, the record custodian will advise the student in writing when the record has been amended, and invite the student to inspect the record.

If the record is not amended to the student's satisfaction, the student has the right to a hearing pursuant to Florida Statute 120.57 to challenge NCF's decision not to amend the record. In addition, the student has the right to place with the education record a written statement explaining, commenting upon, or disagreeing with information in the education record. This statement shall be maintained as part of the student's education record for as long as NCF maintains the questioned part of the record; whenever the questioned part of the record is disclosed, the student's written statement shall also be disclosed.

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4) Where to Send Complaints Regarding FERPA Violations

Parents and eligible students who need assistance or who wish to file a complaint under FERPA should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920