

Family Education Rights and Privacy Act of 1974 (FERPA)

FERPA applies to all colleges and universities that receive funds under any program of the U.S. Department of Education. FERPA is a federal law that gives students (and parents of children under 18 years old) the right to access their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information for the education records. Parents transfer their rights under FERPA to their child when he or she has attained 18 years of age.

Red Lake Nation College is in full compliance with federal law pertaining to student records. A complete statement of Family Educational Rights and Privacy Act of 1974 is available from the Registrar's office.

Student Rights under FERPA

The student has the right to inspect and review his/her education records maintained by the institution the student attends or has attended. Procedure to inspect and review:

- Complete "Request to Inspect & Review" form located in the Student Services Office.
- Submit form to the Director of Enrollment and Student Information.
- Student will be notified, by letter, of inspection and review date.

Academic Records

Education records are those records, files, documents, and other materials that contain information directly related to a student, and are maintained by an educational agency; these may include:

Admission records	Cumulative academic records
Financial Aid records	Financial records
Placement records	Progress reports
Disciplinary records	Health records

Education records do not include:

- "Sole possession" records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
- Records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement;
- In the case of persons who are employed by an educational agency or institution, but who are not in attendance at such agency or institution, records made and maintained in the normal course of business, which relate exclusively to such person in that person's capacity as an employee, are not available for use for any other purpose; or

- “Medical Treatment” records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist or recognized professional or paraprofessional acting in his professional capacity, and which are made, maintained, or used solely in connection with the provision of treatment to the student, and are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student’s choice.
- “Post attendance” records that only contain information about an individual after he or she is no longer a student at that institution.

The student has the right to challenge and require the school to amend any portion of the education records concerning the student that is inaccurate, misleading or otherwise in violation of the student’s privacy rights.

Directory Information

Certain categories of student information are considered “open” or Directory Information. Directory Information may be published in a student directory or event program and released to the media and to the public for enrolled students. Red Lake Nation College has designated the following information as Directory Information and may release this information, unless the student has submitted a request for non-disclosure:

Full/Part-time Enrollment Status	Place of birth	Year in School
Local address and telephone	Major Field of Study	Degree(s) Received
Permanent address and telephone	Dates of Attendance	Visual Image
Scholastic Honors/Awards Received	Email Address	Student Name
Other educational institutions attended		

Restricting the Release of Directory Information

A student may request that directory information not be released by indicating and completing the Request for Non-Disclosure and submitting it to the Office of the Director of Enrollment and Student information. The form is available on the RLNC website. If a student elects Confidentiality/Non-Disclosure, any inquiry to the College about the student will be responded with “we have no information on that individual.” If a student elects Confidentiality/Non-Disclosure, it remains in effect until the student requests its removal or the student is deceased. If it is not removed prior to or at graduation time, the College will not be able to respond to prospective employers’ inquiries.