

## **ANNUAL NOTIFICATION OF RIGHTS UNDER Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Alcorn State University (“University” or “Institution”) receives a request for access. A student should submit to the school official (Registrar and Director of Student Records) a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education record(s) that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees of the Mississippi Institutions of Higher Learning; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, campus bookstore operator, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

The disclosures listed below may be made by the University without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the University to record the disclosure(s). Eligible students have a right to inspect and review the record of disclosures. ***The University may disclose PII from the education records without obtaining prior written consent of the student —***

#### **To Parents**

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.

#### **To Institutional Requestors**

- The final results of a disciplinary proceeding, as allowed by FERPA, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To other school officials, including teachers, within the University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions listed in the FERPA regulations are met.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- Information the school has designated as "directory information."
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

#### **To Officials of Another School**

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

#### **To Governmental Actors of for Health/Safety**

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Board of Trustees of State Institutions of Higher Learning, responsible for supervising the State-supported education programs. Disclosures under this provision may be made in connection with an 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. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To comply with a judicial order or lawfully issued subpoena.
- To a victim of an alleged crime of violence or non-forcible sex offense regarding the final results of a disciplinary proceeding with respect to that alleged crime or offense, as allowed by Federal and State law.
- To appropriate officials in connection with a health or safety emergency, subject to certain conditions set out in the FERPA regulations.
- To accrediting organizations in order to carry out their accrediting functions.

**ANNUAL NOTICE OF DIRECTORY INFORMATION**  
**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Alcorn State University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the University may disclose appropriately designated “directory information” without written consent, unless you have advised the University to the contrary in accordance with our Directory Information Opt-Out procedures. The primary purpose of directory information is to allow the University to include information from your education records in certain publications. Examples include:

- A playbill, showing your role in a drama production;
- The annual yearbook;
- Honor roll or other recognition and activity lists;
- Graduation programs; and
- Sports activity sheets and press releases showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the University to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Office of Student Records in writing. The University has designated the following information as directory information:

- |  |   |
|--|---|
| ___ Name   | ___ Address   |
| ___ Photographs  | ___ Telephone listing   |
| ___ Date of birth  | ___ Permanent or home address   |
| ___ Alcorn e-mail address                                | ___ Participation in officially recognized activities and sports (Band/athletics) |
| ___ Weight / height (student-athletes only)              | ___ Enrollment status (e.g. full-time, part-time)                                 |
| ___ Classification/academic class level (e.g. sophomore) | ___ Expected degree(s) and/or degrees(s) earned                                   |
| ___ Student’s major field of study                       |   |

**Office of Student Records**  
**Kisha Bond**  
**Registrar and Director of Student Records**  
**601-877-6170 | records@alcorn.edu**

Specifically, Students, to complete the opt-out provision you must physically visit the Office of Student Records to complete a form inclusive of below:

## STUDENT REQUEST TO OPT-OUT OF DIRECTORY INFORMATION

**FROM:** STUDENT

**TO:** ALCORN STATE UNIVERSITY

I request the withholding of the following personally-identifiable information designated as Directory Information under FERPA. I understand that upon submission of this Form, the information checked cannot be released to third parties without my written consent or unless Alcorn State University is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the University receives my Form until my opt-out request is rescinded.

CHECK HERE TO OPT OUT OF ALL DIRECTORY INFORMATION IDENTIFIED BELOW  
or

CHECK THE INDIVIDUAL BOXES BELOW TO SELECTIVELY OPT-OUT OF INFORMATION SHARING

Name

Address

Photographs

Telephone listing

Date of birth

Permanent or home address

Alcorn e-mail address

Participation in officially recognized activities and sports (band/athletics)

Weight / height (student-athletes only)

Enrollment status (e.g. full-time, part-time)

Classification/academic class level (e.g. sophomore)

Expected degree(s) and/or degrees(s) earned

Student's major field of study

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witnessed by Kisha Bond, Registrar and Director of Student Records or agent**