

Dear Student:

This e-mail is intended to provide you with information regarding your rights under the Federal Educational Rights and Privacy act. As a student at Edison State College, you have four general rights associated with access to your student record; these include:

1. Students have the right to inspect and review their educational records within 45 days of submitting a written request for access.
2. If a student believes that his or her educational record is inaccurate or misleading, the student can request an amendment to their educational records.
3. Students can request the non-disclosure of personally identifiable information contained in their education record (except to the extent that FERPA authorizes disclosure without consent).
4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Edison State College to comply with the requirements of FERPA. The office that administers FERPA can be reached at the following address:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

College Operating Procedure 06-0201 provides detailed descriptions of the manner in which Edison State College facilitates students' access to their records and methods for requesting amendments to these records.

The College may disclose student directory information upon request and without written consent from the student. Directory information includes

1. Student's name
2. Student's address
3. Major field of study
4. Dates of attendance
5. Date of degrees and awards received
6. Local and permanent addresses
7. Telephone number
8. Participation in official recognized activities, organizations, and sports
9. Date of birth
10. Previous colleges attended
11. Edison e-mail address

Although the above directory information may be available for release to the general public, Edison State College does not routinely release such information to third parties. A student can preclude the release of any information by providing the Registrar with a written request to

withhold directory information. Once the written request is received for a student, the student's record will be noted as: "Restricted Information. No information is to be released without the written consent of the student."

If you have any questions, please call our Registrar's Office at (239) 489-9121.

Have a Great Day,
Kevin Coughlin
Registrar & Director of Academic, Course-level Assessment