

- b. A student or eligible parent/legal guardian will be afforded access to a student's

VII. SECURITY OF STUDENT RECORDS

The Information/Security Officer ensures that all practices with regard to the security of student records are

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. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue S.W.
 Washington, DC 20202-4605

Admissions and Records Office
 Lake-Sumter State College
 9501 U.S. Highway 441
 Leesburg, FL 34788

b. Directory Information.

Directory information is defined as information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, LSSC has established the following as directory information:

- Name
- Major field of study or academic program
- Student X-ID
- Permanent Address
- Lakehawk Email
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance and degrees and awards received

Although the above directory information may be available for release, LSSC does not routinely release such information to third parties. FERPA states that each student has the right to inform the College that any or all the information is not to be released. The College will honor the student's request to restrict the release of directory information. To withhold directory information, a student should notify the Admissions and Records Office in writing prior to the completion of add/ drop period of each semester. Status of disclosure at the last registration period is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student or as a result of subpoena.

c. Non-D a ads 1-19-05 na5

1. Authorization for Released Student Information.

If a student wishes to have any personally identifiable information regarding their educational record released, an Authorization for Release of Student Information Form must be completed by the student in person on any of the three LSSC campuses.

2. Solomon Amendment.

Under a 1997 rule adopted by the United States Department of Defense, LSSC, if requested, must provide to the U.S. military the student's name, address, telephone number, date of birth, level of education, current major, and degrees received.

3. Copies of Student Records.

Upon receipt of a written request that is signed and dated by the student that includes the specific information to be released, the reason for the release, and the names of the persons or agencies to which the information is to be released, the appropriate custodian of the record will provide a copy of that record to the specified person or agency if permitted under LSSC Administrative Procedure. Transcripts received by LSSC are for institutional use only. They cannot be duplicated and given to the student or sent to another institution.