

Pensacola State College

Release of Student Information

The disclosure of student information is governed by the policies of the Pensacola State College Board of Trustees and the Florida Department of Education within the parameters established by state and federal laws, most specifically the Family Educational Rights and Privacy Act of 1974 (FERPA).

The written consent of the student is required for the disclosure or publication of any information that is personally identifiable and part of the educational record. Certain exceptions, both in types of information that can be disclosed and in access to that information, are permitted by federal law.

The Annual FERPA Notification may be found on our website at the following location:

<http://www.pensacolastate.edu/students/docs/ferpa.pdf>

Directory Information

Prior consent of the student is not required for disclosure of portions of the educational record defined by the College as Directory Information. The following items in the student's educational record are considered to be Directory Information at Pensacola State College:

- Whether or not the student is enrolled at the College (not specific classes just enrolled)
- Dates of registered attendance (at the College not specific classes)
- Degree(s) earned, major or field of concentration for degree, and any honors received with degree
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams (with question referred to Athletic Department)

Exception to Release of Directory Information

Directory information may be released or published by the College without prior written consent of the student unless the student submits a formal request to withhold the release of Directory Information. The student must complete the Request for Confidential Status of Directory Information available in a registration office on the website at the following location: <http://www.pensacolastate.edu/forms-apps/srequestConfidentialStatus.pdf>

Parents' Rights to Student Information

The Family Educational Rights and Privacy Act (FERPA) permits the release of information, other than Directory Information, to parents and legal guardians of dependent students. Pensacola State College will release information to an eligible parent/guardian in accordance with the specifications in FERPA and under the following circumstances:

- The student is a dependent according to the federal Internal Revenue Code
- The parent/guardian completes the Parent/Guardian Access to Confidential Student Information affidavit available in a registration office or on the website at the following location:
<http://www.pensacolastate.edu/forms-apps/sparentGuardianAccessStudentInfo.pdf>
- The affidavit, requiring notarization, is submitted to the District Office of Admissions/Registration where it will become a part of the student's educational record. A copy of the affidavit is provided to the parent/guardian to be used in discussion with a representative of the College from whom information is requested (Registrar, faculty member, etc.). The affidavit can be used at any time during the tax year in which the status is affirmed.
- Pensacola State College may request documentation to substantiate the claim to eligibility to receive the confidential non-Directory Information.