

in reporting. Requests for non-disclosure of directory information do not prevent the information from being used by school officials who have a need to know.

What rights does FERPA afford students with respect to their education records?

The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit a written request identifying the record(s) to be inspected to the registrar, dean, head of the academic department, or other appropriate official. 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.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. The student should write to 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 Lawrence University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her 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.

The right to consent to disclosure of personally identifiable information contained in the student's education

- (4) In addition to 2 and 3 above the contents of student education records may be released without the student's consent to specific individuals or entities, or under specific circumstances as outlined in the legislation and subsequent amendments. There are certain stipulations that apply in many of these circumstances and individuals seeking more information should contact the Registrar.

Deceased Students

Privacy rights under FERPA cease upon the death of the student. Requests for information made immediately upon the death of a student should be referred to the Dean of Students or the Director of Communications. In general, information from education records is only released to the executor of the deceased's estate, unless the individual has been dead for 25 or more years.

Arrangements With Persons Or Organizations To Act As Official Agents Of The Institution

Under certain circumstances Lawrence may arrange to have an external agent perform a function or service normally conducted by the University. Such an agent (an example is the National Student Clearinghouse) must operate within FERPA guidelines and may not release any personally identifiable information about the student to a third party. Such an agent is also obligated to return or destroy student information when the function performed is completed.

What about recommendations?

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from an education record is included in a recommendation, the student must provide a written release of information to the person making the recommendation.