

FERPA FOR PARENTS

Access to Student Records

The Family Educational Records and Privacy Act of 1974 (FERPA) as amended is a federal law intended to protect the privacy of student educational records accumulated from early childhood through college. FERPA provides parents with certain rights with respect to their children's education records. **However, once a student reaches the age of 18 or enters college, the rights previously held by the parents transfer exclusively to the student.**

May I view my child's grades, exams or academic progress?

Final grades, grades on exams, and other information about academic progress are examples of the confidential information that makes up part of the student's educational record. This information is protected under FERPA and parents do not have access to it unless the student has provided written consent.

But I'm the one paying the tuition! Surely I have a right to see my child's grades/class schedule/receive the bill!

You have no inherent right to inspect your child's educational records if he or she refuses to give them to you.

There are 3 ways you may legally receive access to your child's education records from Lourdes University:

- Your child may sign a parental release form giving you permission.
- You provide evidence to the Registrar's Office that you claimed the student as a financial dependent on your most recent Federal Income Tax form.
- You obtain a lawfully-issued subpoena or court order.

Ordinarily, parents of Lourdes University students obtain information about their child's records directly from their child. FERPA does state that the University may release information to the parents of students but is not required to do so.

What about crises or emergency situations?

If non-directory information is needed to resolve a crisis or emergency situation, an educational institution may release that information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

Whom should I contact with questions or concerns?

Direct general questions and send any comments or concerns to the Registrar.

Contact: Jay Hoying, Registrar

Phone: 419-517-7449

E-mail: jhoying@lourdes.edu

Location: Registrar's Office; Saint Clare Hall 139