

Lake Region State College
Policy and Procedure Manual

SECTION 800.13

EDUCATIONAL RIGHTS/ACCESS TO RECORDS

1. Educational Rights – The disclosure of students’ educational records is governed by policies developed by LRSC in compliance with state law and the Family Educational Rights and Privacy Act (FERPA). For the purpose of this policy, a student is defined as an individual who has enrolled for classes at Lake Region State College.
2. LRSC maintains the following educational records which contain information directly related to students:
 - a. Application paperwork submitted by the students or sent to Lake Region State College at the student’s request.
 - b. Financial aid paperwork submitted by the student or sent to Lake Region State College at the student’s request.
 - c. Account payment information and receipt.
 - d. Records pertaining to academic or training achievement, including transcripts and grade reports.
 - e. Instructor recommendations.
 - f. Student conduct and disciplinary records.
3. Student records on file in appropriate LRSC offices are accessible only to persons having legitimate interests as defined in Public Law 98-380. The content of each record falls into one of two categories: public directory information and non-public information. Non-public student record information may not be released without written consent from the student or from a parent of a dependent student. As allowed by law, the college may release the public directory information listed below:
 - a. Student legal name (not to include preferred name)
 - b. Hometown (city, state)
 - c. Campus e-mail address
 - d. Major field of study (all declared majors)
 - e. Minor field of study (all declared majors)
 - f. Class level
 - g. Dates of attendance
 - h. Enrollment status (withdrawn, half-time, full-time)
 - i. Names of previous institutions attended
 - j. Participation in officially recognized activities and sports (released as part of a team roster)
 - k. Height, weight, and photos of athletic team members (released as part of a team roster)
 - l. Honors/awards received (academic honors/awards released at the end of a term and graduation released at the end of a term or part of graduation/commencement events)
 - m. Degree earned (all degrees earned)
 - n. Date degree earned (dates of all degrees earned)

performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the LRSC.

- ii. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- iii. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LRSC to comply with the requirements of FERPA can be directed to:

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

History

Administrative Council Approved 05/22/2009

Administrative Council Approved 12/07/2015

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