



Family Educational Rights and Privacy Act FERPA (Buckley Amendment) Waiver Form

Please read carefully and answer all questions as it relates to you.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. At this point, a student must give parents or other persons written permission to review their education records. Students to whom the rights have transferred are “eligible students”.

- Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the eligible student to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

A. STUDENT INFORMATION

Last Name	First Name	M.I.	Co-Lin Student ID Number
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B. RECORD OF PERMISSION

Copiah-Lincoln Community College (Co-Lin) has provided me with a copy of the Family Educational Rights and Privacy Act (FERPA). After reading this information, I understand that neither my parents nor any other relative or named person may access my educational or financial aid records without my prior written permission. It is the purpose of this waiver to grant my parents and any other relative or named person the ability to access my educational and financial aid records at Copiah-Lincoln Community College.

I GRANT PERMISSION to the person(s) listed below to access my educational and financial aid records at Co-Lin (*provide full name and relationship to student*):

I DO NOT GRANT PERMISSION for anyone, besides myself, to have access to my educational and financial aid records at Co-Lin.

C. STUDENT SIGNATURE

Student Signature: _____ Date: _____

Return all documents to the campus you plan to attend:

Wesson: Copiah-Lincoln Community College, Office of Enrollment Services, PO Box 649, Wesson, MS 39191 or FAX: 601.643.8225

Natchez: Copiah-Lincoln Community College, Office of Admissions, 11 Co-Lin Circle, Natchez, MS 39120 or FAX: 601.446.1222

Simpson County Center: Copiah-Lincoln Community College, Office of Admissions, 151 Co-Lin Drive, Mendenhall, MS 39114 or FAX: 601.849.0161

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices. The following offices have been designated to handle inquires and complaints regarding the non-discrimination policies of Copiah-Lincoln Community College.

Questions, complaints, or requests in regard to Title IX directives should be made to the Title IX Coordinator, Dr. Brenda Brown Orr, The Thames Conference Center, 1084 Lake Drive, Wesson, MS 39191, (601) 643-8671.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Amber Bowman, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8342; or Natchez Section 504 Coordinator, Tiffany Woods, Tom Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1205; or Simpson Section 504 Coordinator, Nicole Cheramie, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0121.