



## FERPA Initial Release of Understanding Form WJC Staff Sharing of a Student's Education Record Information Office of the Registrar

- By checking this box I understand The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records, that the educational record is protected. I understand that on the WJC Registrar's Office web page that I may read all of my FERPA rights on a document titled Notification of Rights under FERPA.
- Directory Information: Section §99.37 of the regulations allows the release of "Directory (Public) Information" without the student's consent. By checking this box I understand what is considered Directory Information at WJC:
- Student's name
  - Student's local address & phone #
  - Student's e-mail address
  - Dates of enrollment
  - Dates of disenrollment, but not the reason if prior to graduation
  - Status of enrollment (i.e. whether the student is, or is not, currently enrolled)
  - Full or part-time enrollment
  - Major Field of study
  - Advisor
  - Anticipated date of graduation, if currently enrolled
  - Date of birth
  - Photos
- Students have the right to withhold the release of "Directory Information." To do so, a student must make a written request for withholding of this information to the Registrar's Office. It should be noted that if a student asks for "Directory Information" to be withheld, it will be withheld from a variety of sources, including: friends, relatives, prospective employers, and the news media. By checking this box I understand that I must complete a "do not release form" located on the Registrar's Office web page and turn the form into the Registrar's Office.
- By checking this box I understand that my educational record will be shared by all members of my academic department for advisement and review of my educational progression through my course of study.

I have read and understand how my educational information may be shared at WJC for the purpose of advisement. WJC staff may review and share the educational record for meeting federal, state, and accreditation requirements and regulations, and functional administrative processing of my educational experience at WJC.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date