

READING AREA COMMUNITY COLLEGE DISCLOSURE OF INFORMATION (FERPA)

(Please use blue or black ink pen ONLY)

Disclosure of Information from Education Records to Parents of Students Attending Reading Area Community College

What are parents' rights and students' rights under FERPA?

At the K-12 school level, FERPA provides parents with the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents' rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parents.

Can a school disclose information to parents in a health or safety emergency?

FERPA permits schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Can parents be informed about a student's violation of alcohol and controlled substance rules?

Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possessions of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?

Additionally, under FERPA, schools may disclose information from "law enforcement unit records" to anyone - including parents or federal, state or local law enforcement authorities - without the consent of the eligible student. Many colleges and universities have their own campus security units. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

Can school officials share their observations of students with parents?

Nothing in FERPA prohibits a school official from sharing with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.

Can a student allow additional disclosure with parents?

FERPA prohibits an additional disclosure unless the student provides consent prior to the additional disclosure and the student must state the purpose of the disclosure.

I certify that I have read and understand my rights under FERPA.

PERMISSION FOR RELEASE OF STUDENT INFORMATION

By completing the information below, you, the student, agree that RACC staff members can share information of all past and current college information with your school and with your parents and/or guardians.

Social Security Number

Student ID Number

Date

PRINT: Last Name

First Name

MI

Print the name and address of your school:

School Name

Street Address

City

State

Zip

By signing this form I understand that disclosure is not immediate and that RACC staff members must secure this document before any information is released to my parents.

This form must be completed and signed by student.

Student Signature

Date

Staff Signature

Date

READING AREA COMMUNITY COLLEGE REGISTRATION FOR DUAL ENROLLMENT

(Please use blue or black ink pen ONLY)

PRINT: Last Name _____ First Name _____ MI _____ Date of Birth _____

Social Security Number _____ Home Phone Number _____ Email _____

CHECK YOUR HIGH SCHOOL BELOW:

Amount due is determined by multiplying the prevailing tuition rate by the total number of credits.

- | | | |
|---|--|--|
| <input type="checkbox"/> Antietam | <input type="checkbox"/> Hamburg | <input type="checkbox"/> Wilson |
| <input type="checkbox"/> Boyertown Area | <input type="checkbox"/> Kutztown | <input type="checkbox"/> Wyomissing Area |
| <input type="checkbox"/> Brandywine Heights | <input type="checkbox"/> Muhlenberg | <input type="checkbox"/> Blue Mtn. Academy |
| <input type="checkbox"/> Conrad Weiser | <input type="checkbox"/> Oley Valley | <input type="checkbox"/> BCTC East |
| <input type="checkbox"/> Daniel Boone | <input type="checkbox"/> Reading | <input type="checkbox"/> BCTC West |
| <input type="checkbox"/> Exeter | <input type="checkbox"/> Schuylkill Valley | <input type="checkbox"/> RMCTC |
| <input type="checkbox"/> Fleetwood | <input type="checkbox"/> Tulpehocken | <input type="checkbox"/> High School not listed above: _____ |
| <input type="checkbox"/> Governor Mifflin | <input type="checkbox"/> Twin Valley | |

FALL 20 ____

Course #	Credits
_____ - _____ - 15	_____
_____ - _____ - 15	_____
_____ - _____ - 15	_____
_____ - _____ - 15	_____
Total Credits	_____

SPRING 20 ____

Course #	Credits
_____ - _____ - 35	_____
_____ - _____ - 35	_____
_____ - _____ - 35	_____
_____ - _____ - 35	_____
Total Credits	_____

NOTICE OF FINANCIAL RESPONSIBILITY

- 1** I have reviewed the prerequisites for the above listed courses in the appropriate college catalog and, therefore, assume all responsibility for my course selection.
- 2** Any changes in this registration form must be made official by completing a change of schedule or withdrawal form.
- 3** Furthermore, I understand that, in accordance with policies of the Board of Trustees, I may be administratively withdrawn from the college and/or forego such benefits as transcripts and diplomas if tuition charges, fees and any other financial obligations are not fulfilled in an agreed upon manner. I acknowledge my financial responsibility and agree to pay all costs and charges necessary for the collection of any amount not paid when due. I also agree to pay all attorney's fees and/or legal fees and court costs.

Student Signature: _____ Date: _____

I, Parent/Guardian, agree to the Financial Responsibility clause if my child is under 18 years of age.

Parent/Guardian's Signature: _____ Date: _____

HS Counselor's Signature: _____ Date: _____

Received by RACC Admissions ___ / ___ / ___ by _____ Received by RACC Records ___ / ___ / ___ by _____