

The Family Educational Rights and Privacy Act (FERPA) and Parent's Access to Student Records

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 education 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. Students to whom the rights have transferred are "eligible students."

Your rights to view your child's academic records are limited under federal law unless your child waives this right to privacy by completing a "FERPA" form.

Upon enrollment, your child is given a secure web-based portal that provides access to information about his or her financial aid packages, SAR, student account, and class registration. While your child has access to this information available at all times, you may not. The reason is that Stevenson University, like **all** colleges in the United States, must comply with the Family Educational Rights and Privacy Act (FERPA) - a federal law that requires colleges and universities to protect the confidentiality of student and education records.

What this means is that at the post-secondary level, parents have no inherent rights to inspect a student's education record. However, this right can be granted by the student if they complete a FERPA form. For step-by-step instructions, visit <http://ssc.stevensonuniversity.org/files/FERPA-form.pdf> .

We urge you to discuss FERPA with your child. Open communication is the best way to ensure your child has a positive experience at Stevenson and that his or her account is kept current.

An applicant is deemed a student for FERPA purposes once the applicant is enrolled and the deadline for adding a course in the applicant's first semester or session has passed.

Parents of current Stevenson University students who wish information about their child's financial aid or other information must have a signed FERPA release form on file with the Registrar's Office.

All students will also be required to provide identification when meeting with us in person. A current SU photo ID card with student number is acceptable, or the student may be required to provide their social security number, date of birth and permanent mailing address.

PRIOR TO ENROLLMENT parents may have access to their dependent's financial aid information if they can provide the information requested below and if their child has not denied access to the information.

In an effort to keep all student information safe and secure, we require information from parents requesting information from the Financial Aid Office. Only those whose information is found on a student's current FAFSA will be able to attain student information from our office. When contacting our office, please make sure to have either the student's Stevenson University ID number or SSN, and the student's permanent mailing address. In addition, we will require confirmation of the last four digits of your SSN and full name.