

Why I will not discuss grades, attendance, etc. via phone or e-mail with anyone:

STUDENT RECORDS ARE CONFIDENTIAL

I, as a representative of Pensacola State College, may not have a discussion about a student with anybody except the student unless the student has given me written consent to do so ... including a discussion with a student's parent who may be paying the tuition and supporting the student. Once a student enters the post-secondary environment, the right to confidentiality passes from parent to student regardless of the student's age. This is a federal law.

The following link on the Pensacola State College intranet gives a short quick tutorial on FERPA requirements:

<http://piratenet/FERPA/ferpa.html>

Additional information may be found in the current Catalog on page 48 (Student Records and Transcripts)

When in doubt, don't give it out ...

If I'm not sure about the information that can be released or the questions that can be answered, I contact the Registrar's Office or refer the individual asking the questions about a student to the Registrar's Office. The Registrar's Office is located in Building 2 on the Pensacola Campus, and the telephone extension is 1600.

How Parents Can Get Information

A parent of a dependent student is able to obtain permission to have a discussion with a faculty member in this way:

The parent may sign a *Request for Release of Information* form in a student services or records office on any campus or center. The parent signs the form indicating that he/she is the parent of a dependent student (claimed as a dependent for Internal Revenue purposes), the form is notarized, the original form is filed in the student's permanent record, and a copy is provided to the parent.* The parent then presents the form to an instructor and is entitled to the requested information about the dependent student at any time throughout the tax year during which the form was signed. (Forms signed in 2012 entitle the parent to receive information only in 2012. After December 31, 2012, a new form/affidavit is required.) The conversation with the parent must take place in person; not by telephone and not through email. Financial aid information is viewed separately from the confidential educational record information, and questions regarding the release of financial aid information should be directed to the Office of Financial Aid & Veteran Services.

*The parent does not have to be the parent claiming the student as a dependent for IRS purposes; the student merely has to be a dependent, and the individual requesting the information must be a parent of the dependent student.