



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Student Services Section

Policy 5.4.3 - Student Records - FERPA & Leon's Law

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I. STUDENT RECORDS

All student records must be current and maintained with appropriate measures of security and confidentiality. The College is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained by the College.

II. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA provides students with certain rights to privacy of their educational records and rights of access by others to their educational records. College employees are expected to fully comply with this Policy.

For purposes of this Policy, "student" means an individual who is or has been in attendance at the College. It does not include persons who have not been admitted or those who have been admitted but did not attend the College. "Attendance" starts when the individual matriculates or declares their intention to enroll at the College, whichever comes first.

III. ANNUAL NOTIFICATION OF RIGHTS

The College shall provide every student with an annual notice of their rights under FERPA. The annual notification shall, at a minimum, include:

- The appropriate contact for students who wish to inspect or otherwise access their education records,
- Appropriate timeframes and deadlines for receiving and processing requests,
- An enumerated list of what the College considers Directory Information, along with an explanation of what it means for information to be considered Directory Information,
- Information on how a student may opt out of Directory Information releases, and
- Any other information required by law.

IV. RIGHT TO INSPECT RECORDS

Students who want to inspect their education records should do so in accordance with the information contained within the annual notice or procedures connected to this Policy. Records which are available for inspection shall be provided to the student during regular business hours.

Students may obtain copies of their educational records if circumstances make on-site inspection impractical and the student is in good standing. When copies are provided, the student may be charged a reasonable fee for the actual copying expense.

V. DIRECTORY INFORMATION

The College may release Directory Information to any person without student consent. The College designates the following information as Directory Information for each student:

1. Full name,
2. County of residence,
3. Major field of study,
4. Enrollment periods,
5. Hours earned,
6. Degrees, honors, and awards received,
7. Participation in officially recognized activities and sports,
8. Weight and height if the student is a member of an athletic team, and
9. Photos or videos of students participating in public events, including but not limited to sporting events, concerts, theater performances, graduation ceremonies, and College-sponsored public activities.

Students who do not wish to have their Directory Information available for release must comply with the “opt out” provisions designated in the annual notice.

VI. RELEASE OF EDUCATIONAL RECORDS

The College will not release a student's educational records, aside from Directory Information, to any third-party unless the student consents to the release or a valid, legal exception applies.

A. Legitimate Educational Interest Exception

Disclosures may be made to school officials, which include any of the following when that person has a legitimate educational interest in having access to the information:

1. Any administrator, certified staff member, or support staff member, including health, medical, safety, and security staff, employed by the College,
2. A member of the College's Board of Trustees,
3. A contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to, an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer, insurance company adjuster, insurance investigator, any other insurance claims representative, medical providers or consultants, counselors, or therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the College with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records,
4. A person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee,
5. Officials of another educational institution for enrollment or transfer purposes,
6. Government agencies for audits, evaluations, or enforcement of legal requirements related to federally or state-supported education programs, and
7. Individuals whose duties are in connection with Financial Aid for which a student has applied or received.

B. Title IX Exception

In compliance with Title IX, the College may disclose the final results of campus disciplinary proceedings in which a student respondent is charged with a violent crime or non-forcible sex offense. Upon the request of the complainant, disclosure may be made to the complainant regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code violation found to have occurred, and the sanction imposed by the College.

C. Exceptions for Release to Parents

The College shall release a student's educational records to the student's parents when requested by the parents and:

1. The student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21, or
2. The disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

D. Exceptions for Emergencies

Personally Identifiable Information may be disclosed in emergencies to protect the student's or others' health and safety. Such releases shall be limited to individuals that need to know the information in order 1) to protect themselves, others, or the student in question, or 2) to carry out their job duties in relation to the emergency and student in question.

E. Legally Compelled Disclosure Exception

The College shall release a student's educational records when compelled to do so by a judicial order or lawfully issued subpoena.

VII. CORRECTING RECORDS

A student has the right to challenge an item in his or her records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The student may file a grievance pursuant to Policy 5.3.6 - Student Grievance and its respective procedures. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student shall be informed as such and shall be given the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the College's decision.

VIII. REPORTING VIOLATIONS & RETENTION OF RECORDS

Students who believe their rights have been violated may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202. A complaint must be filed within 180 days of the date of the alleged violation or the date the student knew or should have known of the alleged violation.

The College shall only destroy student records in accordance with federal and state laws and regulations and as allowed by the Records Retention & Disposition Schedule for North Carolina Community Colleges. The College shall not destroy student records if there is an outstanding request, grievance or legal matter related to those records.

IX. LEON'S LAW

A. Definitions

The following definitions apply in this section:

- Dependent. – As defined in section 152 of the federal Internal Revenue Code of 1986.
- Education records. – As defined in 34 C.F.R. § 99.3.
- FERPA. – Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.
- Minor student. – A student who is under the age of 18 and a dependent of his or her parent.

- Parent. – The parent, guardian, or an individual acting as a parent in the absence of a parent or guardian of the minor student.

B. Minor Student Acknowledgment Requirement

The College shall require all minor students to complete a form, prior to registration in any course at the College, acknowledging the following:

- To the extent allowed under FERPA, the education records of the minor student shall be provided to the student's parent as long as the parent has not opted out of receiving the education records.
- To the extent allowed under FERPA, the education records of the minor student shall be provided to the school administrators and school counselors at the school in which the student is dually enrolled.

REFERENCES

Statutory References	26 U.S.C. § 152, 20 U.S.C. § 1232g (“Family Educational Rights and Privacy Act”)
Regulatory References	34 C.F.R. § 99.3
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 2.3.8 - College Records ● Policy 5.3.1 - Overview of Student Rights ● Policy 7.1.1 - Technology Services Referencing: ● Policy 5.3.6 - Student Grievance

POLICY HISTORY

February 4, 2026	Adopted.
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