**Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)  
Los Angeles City College**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Los Angeles City College receives a request for access. A student should submit to the campus Admissions & Records Office a written request that identifies the record(s) the student wishes to inspect.  
     
   The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.  
     
   A student who wishes to ask Los Angeles City College to amend a record should write to the campus Registrar or Dean, clearly identifying the part of the record the student wants changed, and specify why it should be changed.  
     
   If Los Angeles City College decides not to amend the record as requested, it will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Los Angeles City College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Los Angeles City College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the Los Angeles Community College District (LACCD) in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.  
     
   A school official may also include a volunteer or contractor outside of LACCD who performs an institutional service of function for the institution. An example would be an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Los Angeles City College.  
     
   Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

**Directory Information Public Notice**

Los Angeles City College has a responsibility to fulfill public information needs, such as providing information about students participating in athletics or announcement of scholarships and awards. To meet this responsibility, the college may release directory information unless the student states in writing not to release their directory information.

A postsecondary institution may disclose personally identifiable information (PII) from the education records without obtaining prior written consent of the student as follows:

* To other school officials, including teachers, within Los Angeles City College whom the school has determined to have legitimate educational interests.
* To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
* To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs.
* In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
* To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
* To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
* To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
* To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
* To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
* Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
* To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

**Right to File a Complaint**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Los Angeles City College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**Contact Information**

Mailing Address  
Admissions & Records  
Los Angeles City College  
855 North Vermont Avenue  
Los Angeles CA 90029

Phone: (323) 953-4000 ext. 2104

Fax: (323) 953-4021

Email: admissions@lacitycollege.edu

Campus Location: Student Services building, 1st Floor