

## **ACCESS TO STUDENT RECORDS**

Tulsa Technology Center (Tulsa Tech) assures the following rights to parents and students over 18 years of age (“eligible students”) with respect to the student’s education records pursuant to the Family Educational Rights and Privacy Act (FERPA). The right to:

1. Inspect and review the student’s education records.
2. Request the amendment of educational records to ensure they are not inaccurate or misleading.
3. Consent to disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.
4. File complaint with the U. S. Department of Education. The District will provide the name, address, and phone number where alleged violations of FERPA can be filed.

The procedure for exercising the above stated rights is available from the Campus Compliance Coordinator.

Tulsa Tech will release directory information upon request without prior written consent and without notifying the parent or eligible student. Tulsa Tech has designated the following information as directory information: student’s name, participation in officially recognized activities, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, and dates of attendance.

The parent or eligible student has a right to exclude directory information from being released. To do so, the parent or eligible student must make a written request to the Campus Director prior to the end of the third (3<sup>rd</sup>) week of each semester of attendance which applies only to that semester.

