



36.008: Release of Educational Records to Parents of Dependent Students

Responsible Executive: Associate Vice President for Enrollment Management
Responsible Office: Office of the Registrar
Policy: Institutions of Higher Education; Release of Educational Records
Approved-On Date: July 7, 2008 University Counsel
July 15, 2008 Executive Cabinet
August 29, 2008 Board of Visitors
Effective Date: September 1, 2008
Revision Date:

Policy Statement

§23-9.2:3 (D) of the Code of Virginia requires the Board of Visitors or other governing body of every public institution of higher education to establish policies and procedures requiring the release of the educational record of a dependent student, as defined by 20 U.S.C. § 1232g, to a parent at his/her request.

Purpose

The purpose of this policy is to comply with Chapter 495, 2008 Virginia Acts of Assembly which was passed by the General Assembly in 2008 and was added to the Code of Virginia as §23-9.2:3 (D) and remain in compliance with the Family Educational Rights and Privacy Act (FERPA) when providing parents of dependent students' access to their educational records.

Procedure

In accordance with FERPA regulations, any parent requesting information pertaining to his/her child's educational record based on dependency status must provide a written request to the Office of the Registrar with the following information:

- The date
- The student's name and a statement indicating the student is the parent's dependent
- The specific records requested
- A signature

A student must be under the age of 24 to be considered a dependent. Upon receipt of the parent's written request, the Office of the Registrar must notify the student of the request and the intent to disclose the records to the parent. Notifications will be made via campus e-mail. If the

student has not signed a Release of Information listing the parent as someone the University has permission to disclose his/her educational record to, a reasonable amount of time must be given for the notification to reach the student and for the student to respond. Generally, ten days is sufficient for a verbal or written reply. Once permission is granted, the Office of the Registrar staff will confirm the student's dependency status and age in Colleague, and proceed to release the specific records requested. The staff member working with the record will note verbal responses on the parent's request form. If the student refuses the disclosure, the parent must obtain a signed, written consent from the student before the information can be released.

This process must be repeated each time the parent makes a request for educational records based on dependency status. The form is available at www.nsu.edu/registrar. Parents may use the form or submit the required information without utilizing the form. The Registrar will retain a copy of the request and any other documentation in the student's file. Within the Office of the Registrar, files are maintained electronically utilizing optical disc storage technology.