



ASUN Operating Procedure - 4000

Operating Procedure Synopsis

Title: Request for Confidential Information

Approval Date:

Revised: n/a

Responsible Officer: Vice Chancellor for Student Affairs

Responsible Operating Procedure Manager: Dean of Enrollment Services

Responsible Department: Enrollment Services

A. Purpose

This procedure governs access to confidential educational records.

B. Definitions

Directory Information: (per ASU SYSTEM POLICY) student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

Education Records: (per ASU SYSTEM POLICY) records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU or a person acting for ASU.

Family Educational Rights & Privacy Acts (FERPA): a federal law that protects the privacy of student education records.

Student: (per ASU SYSTEM POLICY) an individual who attends or has attended classes at ASU. This policy does not apply to the records of applicants for admission who are not accepted to nor does it apply to applicants who are accepted but choose not to attend.

C. Scope

This operating procedure protects, students, their educational records, which are considered private, and applies to faculty, staff, and administrators without educational interest.

D. Statement of Authority

Federal Laws & Regulations, specifically FERPA. All educational institutions that receive federal funding must comply with FERPA.

E. Procedures

ASUN will not disclose the contents of a student's educational record without prior written consent unless the ASU System policy allows for the disclosure. Students may allow other individuals access to their educational record by completing the **Permission to Release Student Record Information** form.

In order to send any component of a current or former student's educational record the Office of Admissions/Registrar must receive a completed **Transcript Request** form. All transcript requests must be made in person or in writing to the Office of Admissions/Registrar. Transcripts are provided free of charge unless ten or more are ordered at one time. Transcripts will not be issued if the student has been placed on a financial or academic hold.

Additionally, students may notify the Office of Admissions/ Registrar in writing that directory information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form, **Request to Prevent Disclosure**, is available in the Office of Admission/Registrar.

F. Responsible Officer

Vice Chancellor for Student Affairs

G. Related Information

Please see attached **Permission to Release Student Record Information; Request to Prevent Disclosure;** and **Transcript Request** forms.