

# Annual Notification of Rights under FERPA and the MGDPA

The Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA) afford eligible students certain rights with respect to their education records. (An “eligible student” is a student or applicant at a system college or university.) These rights include:

1. The right to inspect and review the student's education records within 10 days after the day Inver Hills Community College receives a request for access. A student should submit to the registrar 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, incomplete, misleading, or otherwise in violation of the student's privacy rights under FERPA or the MGDPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school 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 or to file a complaint with the Minnesota Commissioner of Administration.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school 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 a person employed by the Inver Hills Community College 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 also may include a volunteer or contractor outside of Inver Hills Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has

a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Inver Hills Community 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Inver Hills Community 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

Inver Hills Community College has designated the following information as directory or public data on students: student's name, major/Program, enrollment Status, dates of attendance or graduation, previous school attended degrees, honors and awards received, photographs taken individually or in groups, and video recordings taken individually or in groups.

Inver Hills Community College has also designated the following student information as limited directory data: Star ID, e-mail address, and cell phone number. Limited directory data may be shared with Blackboard Inc. as necessary to authenticate the student as a member of the community and user of the Campus Emergency Notification System.

Student email addresses and Star ID numbers are defined as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT, including, but not limited to, inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees.

If you do not wish the Inver Hills Community College to release this information about you without your written consent, you must notify the Inver Hills Enrollment Center of your request in writing. This directive will be in place until you withdraw it in writing, including after you are no longer enrolled as a student at Inver Hills Community College.

Students who have questions or concerns about obtaining access to educational data or other data practices issues may contact the campus Data Practices Compliance Official: Scott Klaehn, College Center Building, 651-450-3462.

More information about the college's Student Data Practices Policy can be found at [www.inverhills.edu/Policies](http://www.inverhills.edu/Policies).