

# Confidentiality of Records

Lyon College provides access to educational records in accordance with the Family Educational Rights and Privacy Act (FERPA). The Privacy Act ensures the rights of students to inspect, amend and consent to disclosure of all “education records” covered by the Act. The parents and guardians of dependent students (declared as a dependent for income tax purposes) also have access to these education records. Under no circumstances may students be required to waive their rights under FERPA before receiving College services or benefits.

Student records not covered under this policy are employment records, medical and counseling records, law enforcement records maintained by the dean of students, financial records of parents, personal notes of Lyon faculty and staff, and confidential letters and recommendations for which students have waived their right to review.

The School discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the School. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include:

- Person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel) who have been determined to have a legitimate educational interest
- Person serving on the Board of Trustees
- Student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks
- Person or company with whom the School has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, collection agent, verification agencies such as the National Student Clearinghouse)

Lyon has designated in accordance with FERPA “directory information,” which is releasable without prior student consent. A list of directory information items is available from the registrar’s office. Students not wishing some or all of the directory information to be released must file with the registrar’s office a written request to this effect annually at the beginning of the fall semester.

Additional information on the College’s policy on the confidentiality of educational records can be obtained from the registrar’s office.