



## **Wake Tech’s Annual Notice to Students of Their Rights Under the Family Educational Rights and Privacy Act of 1974 (FERPA).**

This act, with which the College intends to comply fully, protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Wake Technical Community College publishes its intent to comply with the act in the [College Catalog](#). (<http://www.waketech.edu/student-services/catalog/registration-student-records>) Questions concerning the act and Wake Tech’s policy should be referred to [Registration and Student Records](#). (<http://www.waketech.edu/student-services/registration-student-records/contact-us>)

### **What are educational records?**

Educational records, as defined under the provisions of FERPA, are files, documents, and other materials containing information directly related to students, that are maintained by an education institution or an authority on behalf of the institution.

### **What is Directory Information?**

The college may make the following “Directory Information” available to the public:

- Student’s Name
- Date of Birth
- Address
- Major Field of Study or Program
- Dates of Enrollment
- Degrees, Diplomas, or Certificates Received
- College Honors

### **How can students prevent their directory information from being made available?**

Students must notify the Registrar in writing by the end of the first week of the term that such information is not to be made available.

### **How can students grant access to their educational records?**

Students grant parental access through WebAdvisor—this will allow the person(s) you designate access to your educational and financial information online. Parents will have their own login ID and password. The right to grant and revoke this access will rest solely with the student.

### **How does Wake Tech control and protect student records and student information?**

The official student file shall not be sent outside the Admissions Office, Registration and Student Records Office, Financial Aid Office, Placement Office, or Cooperative Education Office except in circumstances specifically authorized in writing by the President or appropriate Vice President. Students have the right to inspect their own records covered by the act, whether recorded in hard copy, electronic data processing media, or microfilm. Requests to review records must be made in writing, specifying the item or items of interest. Records will be made available for review within forty-five days.

**For more information about your rights under FERPA, including: the care of records, requests to correct records, and a list of information that is not considered part of a student’s educational records, refer to the [full policy online](#).**