



Notification of Rights under FERPA for Eligible Students

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Under FERPA, North Georgia Technical College must provide an eligible student with an opportunity to inspect and review their education records within 45 days following its receipt of a request. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the North Georgia Technical 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

The Family Educational Rights and Privacy Act (“FERPA”), a Federal law, requires that North Georgia Technical College, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from that student’s education records. However, TCSG or North Georgia Technical College may disclose appropriately designated Directory Information without written consent unless the student has advised TCSG or the technical college to the contrary. Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student’s prior written consent.

If a student does not want TCSG or North Georgia Technical College to disclose Directory Information from his or her student education records without prior written consent, the student must notify TCSG or North Georgia Technical College in writing by the first day of the semester at the Registrar’s Office at his or her technical college. A student needs only to file this notification once during their enrollment. However, if there is a break in enrollment at North Georgia Technical College, a new notification must be filed. If a student elects to prohibit the release of Directory Information, TCSG or North Georgia Tech may implement procedures requiring the student to wear or present a Student Identification Card or badge. The Technical College System of Georgia and North Georgia Technical College define

1. “public directory information” as:
 - Full name of student
 - Major and field(s) of study
 - Degrees and awards including nature and date received
 - Dates of attendance
 - School or division of enrollment
 - Enrollment status (i.e., full or part-time, undergraduate, graduate)
 - Name of institution last attended
 - Participation in official sports and activities
 - Height and weight of athletic team members
2. “non-public directory information” as:
 - Address (es)
 - Telephone number(s)
 - Email address (es)

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

Institutional procedures explain the processes to be used for compliance with the provisions of the Act. Copies of the Statement of Procedures: Access to student records are available in the Registrar’s Office. North Georgia Tech

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guarantees students, regardless of dates of attendance, the right to inspect and review all official records created during their period of enrollment at the college. Any requests for a record review shall be presented in writing to the Registrar. The Registrar will complete a file review within a reasonable time frame as set by federal regulations. Any review of records will be conducted on college premises, and no material may be copied or removed from the file.

Academic records for students are maintained by the Registrar's Office.

Students who wish to allow parents or other third parties to have access to their confidential records and information must complete a Consent to Disclose Information form. This form is available from the Registrar and the student will specify what information may be released and to whom it may be released. Valid government-issued photo identification is required of all parties upon submission of the form. All parties are required to be present upon submission of the form.

Student records relating to disabilities and special services are maintained by the ADA/ Section 504 coordinator. These records are confidential and released to only those faculty or staff member with a need to know. Release of these records are not released without expressed permission from the student. These records are kept separately from academic files and are not used in determining admissibility for any program, club, or service provided by North Georgia Tech.

Retention of Records

North Georgia Technical College Tech follows the guidelines set by the American Association of Collegiate Registrars and Admissions Officers as published in Retention of Records. The Registrar's Office permanently retains North Georgia Tech academic records (grades) for all credit students. Documents of students maintained for a minimum of five years after the last date of attendance include: applications, acceptance letters, test scores, transcripts from other schools, program changes, applications for graduation, graduation authorizations, and transfer credit evaluations.

Release of Directory Information

Students are advised that no education records will be released to anyone (except certain organizations stipulated by FERPA regulation) without the written consent of the student. In addition, under terms of the Act, the college classifies certain items of a student's records as Directory Information. These items of information may be released to any third party at the discretion of the college.

To suppress the release of Directory Information, students must complete a Request to Prevent Disclosure of Directory Information available in the Enrollment Support Center or on the website www.gtc-web.org.

Solomon Amendment

The Solomon Amendment requires North Georgia Technical College to release Directory Information to the military for recruitment purposes. North Georgia Tech is required to produce under the Solomon Amendment information broader in scope than the student information traditionally released by schools as "Directory Information" under FERPA. North Georgia Tech functions in compliance with the regulations of the Solomon Amendment. To suppress the release of information, students must complete a Request to Prevent Disclosure of Directory Information available in the Registrar's office.

Required Annual Notification to Students of Their Rights under FERPA.

Students are hereby notified through publication of this catalog, also available online on the college website at www.northgatech.edu, that they have rights under FERPA including: right to inspect and review education records; right to request amendment of education records; Right to consent to disclosures, with certain exceptions; and right to file a complaint with U.S. Department of Education. Students requesting a review of education records must send a written request to the Registrar of the college. The Registrar will respond within the timeline and in the manner required by law.



Students should be advised that education records may be disclosed to school officials including full-time administrators and academic program with legitimate educational interest, for making decisions regarding student placement, program acceptance and completion or for the generation of required state and federal reports.

Family Educational Rights and Privacy <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Information Release Authorization Form <https://northgatech.edu/uploads/student-affairs/forms/ad-information-release-fill.pdf>