POLICY TITLE
Release of Dependent Student’s Information

POLICY NUMBER
ASOM 3.4

PRIMARY RESPONSIBILITY
Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created November 2010/Effective immediately; revised Summer 2017/Effective immediately

PURPOSE
To explain under which circumstances a student’s educational records may be released without written consent.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, students

DEFINITIONS
FERPA - Family Educational Rights and Privacy Act:
A federal law that protects the privacy of student education records.

Record:
An academic record includes paper documents, electronic files, microfilm, and other materials that contain information personally identifiable, directly related to a student, and maintained or used by the College.

POLICY
Ivy Tech reserves the right, as allowed under the Family Educational Rights and Privacy Act (FERPA) of 1974, to disclose educational records or components thereof without written consent to parents of dependent students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). A certified copy of the parents’ most recent federal income tax form establishing the student’s dependency status is required before any educational records or components thereof will be released to the parent of any student.

PROCEDURE
The parent must demonstrate that the student is a dependent. This can be done with the most current 1040 tax statement (which can be notarized). In a legal separation or divorce situation, both parents may receive information without the student’s permission if the student is considered a dependent of either parent. To avoid delay, a student can be encouraged to share confidential information with parent(s).

REFERENCES
3.6 - FERPA https://www.ivytech.edu/files/ferpa.pdf
Ivy Tech Course Catalog http://www.ivytech.edu/academics/course-catalog.html

RESOURCE PERSON
Vice Chancellor for Student Affairs