



PALAU COMMUNITY COLLEGE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
DISCLOSURE OF EDUCATION RECORDS

RELEASE OF STUDENT INFORMATION

- Without Written Consent – an authorized Palau Community College school official may request student's educational records for the purpose of auditing, reporting, and administrative work required by the college in the performance of its official duties.
 1. President of Palau Community College
 2. Vice President of Administration and Finance
 3. Dean of Academic Affairs
 4. Dean of Students
 5. Director, Financial Aid Office
 6. Director, Institutional Research & Evaluation
 7. Registrar
 8. Judicial Order (Court Order)

- Required Written Consent – Palau Community College MUST not disclose information from a student's educational records to any third party individual or agency. Palau Community College may disclose information from a student's educational records only with the written consent of the student accompanied by a copy of valid identification document (passport, driver's license, identification card).
 1. Parents / Legal Guardians / Family members / Relatives / Spouse
 2. Scholarship Entities
 3. Employment Organizations

- Definition of Terms
 - "Student" – an individual who currently attends or who formerly attended MOC/PCC.
 - "Education Records" – academic records, financial records, and any other information pertaining to a student maintained or required to be maintained by the college, other than directory information.
 - Education records include official, unofficial, handwriting, print, tapes, film, microfilm or other means.

Patrick U. Tellei, Ed.D
President

2-13-2018

Date