



## Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* ([FERPA](#)), a Federal law, requires that Lake Area Technical College (LATC), with certain exceptions, obtain your [written consent](#) (opens in MyPortal) prior to the disclosure of personally identifiable information from your education records. However, LATC may disclose appropriately designated “directory information” without written consent, unless you have advised the LATC to the contrary in accordance with LATC’s procedures. The primary purpose of directory information is to allow the LATC to include information from your education records in certain school publications. Examples include:

- Honor roll or other recognition lists; and
- Graduation programs

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 prior written consent. If you do not want LATC to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the LATC in writing by each semester census date. Lake Area Tech has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Degrees, honors, and awards received

See LATC’s [“Notification of Rights under the Family Educational Rights and Privacy Act \(FERPA\) for Postsecondary Institutions”](#)

See LATC’s [“Authorization to Release Confidential Information”](#) (opens in MyPortal)