

SECTION: Student Policies
SUBJECT: Third Party Request for Student Information Policy

Background This policy indicates what data will be released to third parties who request.

Point of Contact: Registrar

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: none

Date of approval by LCSC authority: October 14, 2008

Date of State Board Approval: N/A

Date of Most Recent Review: 06/2018

Summary of Major Changes incorporated in this revision to the policy: N/A

This policy pertains to requests for student information under FERPA guidelines. See Policy 1.116 Public Records for the [public records request](#) form.

1. This policy reflects LCSC's requirements regarding release of information as per the Freedom of Information Act.
 - A. Since LCSC is not a federal agency, the college is not subject to the provisions of the Freedom of Information Act. However, LCSC is subject to the Idaho Public Records Act. Non-directory student information, as defined in FERPA Policy 1.117, is exempt from disclosure under the provisions of the Idaho Public Records Act.
 - B. Persons requesting LCSC student information must:
 - (1) Identify purpose of the request (i.e., what does the requesting person intend to do with the data provided).
 - (2) Request for student information must be in writing, signed and dated by the requestor. The request must include the requestor's contact information such as address, phone number, and email address, in the event clarification about the requested data is necessary.
 - (3) List the exact data being requested (i.e. names, majors, class level, etc.)
Note: Due to the Family Education Rights and Privacy Act of 1974, non-directory student information as defined in LCSC's FERPA Policy 1.117 will not be released to third parties.
 - (4) Attest, in writing, that the requested information will not be forwarded, re-produced, or shared in any way to any other person or organization.
Note: Idaho Code specifically prohibits a person from using, as a mailing list or a telephone number list any information provided by a public agency.

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- (5) A fee will be assessed for processing. This fee is published on the Registrar's website (www.lcsc.edu/registrar) and must be paid to the Registrar & Records Office prior the student information being released.
 - (6) The Registrar & Records Office will only release information in person or through standard mail service (i.e. no data will be attached to an email). Requested information will be provided in an Excel file on a CD and mailed to the requestor.
1. The Solomon Amendment (1998) supersedes FERPA. All responses to Solomon Amendment requests for information will be processed by the Registrar. Military Recruiters are to submit their Solomon requests to: Registrar & Records Office, 500 8th Ave. Lewiston, ID 83501.
 - A. Military Recruiters are required:
 - (1) To submit their request in writing, on letterhead that clearly identifies their military recruiting organization.
 - (2) To pay a processing fee. This fee is published on the Registrar's website (www.lcsc.edu/registrar) and must be paid to the Registrar & Records Office Registrar & Records Office prior the student information being released.