

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/Director of Admission

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

Date of approval by LCSC authority: April 10, 2013

Date of State Board Approval: N/A

Date of Most Recent Review: 04/10/2013

Summary of Major Changes incorporated in this revision to the policy: NA

This policy pertains to requests for student information under FERPA guidelines. See policy [1.116](#) for public record requests.

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 LCSC's Data Privacy Policy #1.117, is exempt from disclosure under the provisions of the Idaho Public Records Act.

Persons requesting LCSC student information must:

- (a) Identify purpose of the request (i.e., what does the requesting person intend to do with the data provided).
- (b) 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
- (c) 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 Data Privacy Policy #1.117 will not be released to third parties.
- (d) 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.
- (d) A fee of \$1 per page of requested information will be assessed. This fee must be paid to the Registrar's Office prior the student information being released.

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(f) The Office of the Registrar will only release information in hard-copy (i.e. no data will be attached to an email and electronically sent).

2. The Solomon Amendment (1998) supersedes FERPA. Solomon is based on the definition of "Student Recruitment Information."

A. All responses to Solomon Amendment requests for information will be processed by the Registrar. Military Recruiters are to submit their Solomon requests to: Office of the Registrar, 500 8th Ave. Lewiston, ID 83501.

Military Recruiters are required:

1. To submit their request in writing, on letterhead that clearly identifies their military recruiting organization.
2. To pay 10 cents per student name. This fee must be paid to the Registrar's Office prior the student information being released.

Requested information will be provided in an Excel file on a CD and mailed to the requestor.