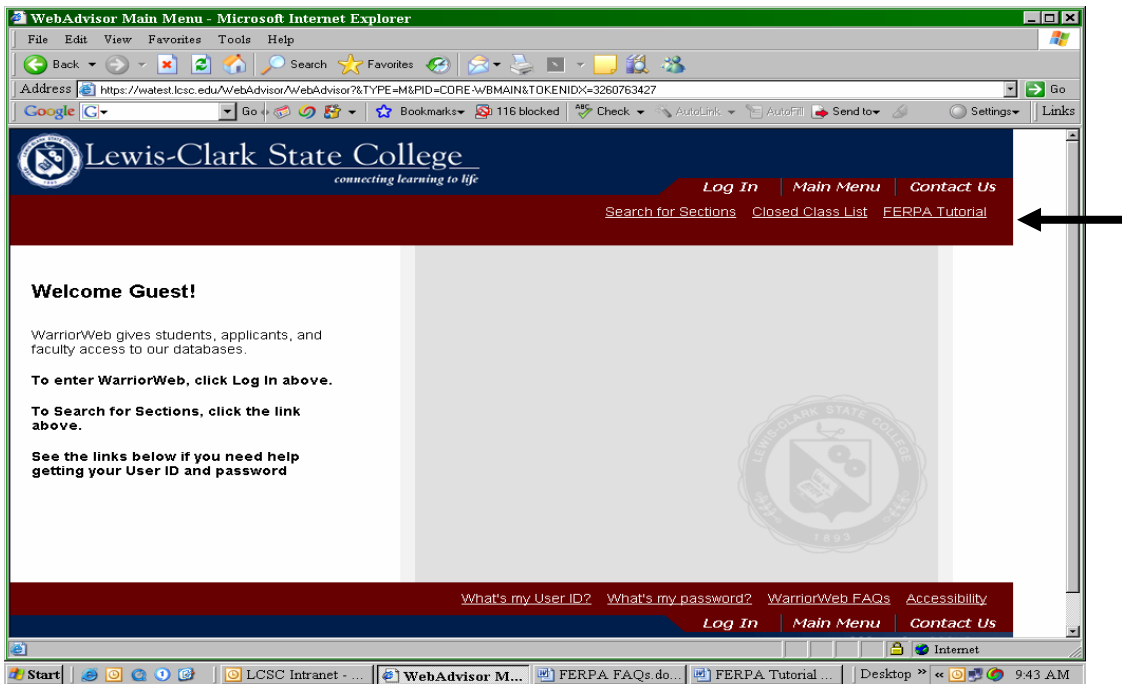


Lewis-Clark State College FERPA Tutorial – Online

The *Family Educational Rights and Privacy Act* (1974) is a federal law designed to protect the privacy of education records and is enforced by the Family Policy Compliance Office of the U.S. Department of Education. As an employee of Lewis-Clark State College, you may have access to student education records and, therefore, it is imperative that you understand FERPA and its regulations.

The online FERPA tutorial will provide you with a brief overview of the Act and successful completion of the lesson is the pre-requisite for obtaining access to Datatel Colleague and WarriorWeb.

1. Log on to WarriorWeb at <https://warriorweb.lcsc.edu/> and click the “Enter” box at the top.
2. Click on “FERPA Tutorial” in the upper right corner.
3. Proceed through the tutorial and submit your LCSC ID number when you are finished.



Lewis-Clark State College Directory Information Policy

This information **CAN** be released without written consent (directory information).

- Full Name
- Major/Minor
- Previous Colleges Attended
- Academic Honors
- Dates/Terms Enrolled
- Degree/Certificate Awarded and Date Conferred
- Full or Part-Time Status
- Withdrawal Date
- Athlete Height & Weight
- Athletic Achievements
- Email Address
- College Level (Sr., Jr., So., Fr.)
- Home Town

This information **CANNOT** be released (written consent is required).

- Date of Birth
- Social Security Number
- Student ID Number
- Class Schedule
- Address/Phone Number
- Academic Standing
- Grades
- GPA (term and cumulative)
- Transcript
- Parent's Address
- Gender
- Credits (term and cumulative)

If you have questions regarding FERPA, please contact the Office of the Admission/Registrar at x2223 or visit www.lcsc.edu/registrar.