

Rock Valley College

Education Records Procedure RVC Administrative Procedure (4:10.190)

Rock Valley College maintains student educational records in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g et seq., applicable federal regulations, and the Administrative Rules of the Illinois Community College Board (ICCB).

Purpose

The purpose of this procedure is to ensure the proper maintenance, protection, access, and release of student educational records in accordance with applicable federal and state laws and regulations.

Scope

This procedure applies to all Rock Valley College employees, departments, and individuals who create, access, maintain, disclose, or manage student educational records.

Department and Primary Point of Contact Involved

Department: Records and Registration

Primary Point of Contact: Registrar/Director of Records and Registration

Definitions

Education Record

Any record maintained by the College that is directly related to a student and protected under FERPA.

FERPA

The Family Educational Rights and Privacy Act, a federal law that protects the privacy of student education records and outlines student rights related to those records.

ICCB

Illinois Community College Board

Rock Valley College

Procedure

1. Rock Valley College will maintain student educational records in accordance with FERPA, applicable federal regulations, and ICCB Administrative Rules.
2. Access to student educational records will be limited to authorized individuals identified by the student to the Records and Registration office by way of the FERPA form, and institutions with a legitimate educational interest, as defined by applicable law and College policy. The form can be located on the website in the Rock Valley College Records and Registration area, as well as by visiting the Records and Registration office.
3. The College will protect the confidentiality and security of educational records through appropriate administrative, physical, and technological safeguards.
4. Requests for access to, inspection of, or release of student educational records will be processed in accordance with college procedures and applicable legal requirements.
5. The College may disclose information without student consent if information is deemed directory information by the institution, and listed as such on the website.
6. If a student does not want directory information shared, they must give written notice to the Registrar by the tenth day of each semester for which the student is enrolled.
7. Departments maintaining student educational records are responsible for ensuring records are retained, stored, and disposed of in accordance with applicable retention requirements and College procedures.

Related Documents

Illinois Community College Board Administrative Rules
Rock Valley College Website-FERPA
Rock Valley College Catalog
Electronic Code of Federal Regulations

Reference: AR 314

Implemented: April 8, 2014

Revised: July 24, 2026



AUTHORIZATION TO RELEASE INFORMATION

In accordance with the Family Education Rights and Privacy Act (FERPA), Rock Valley College will not release protected student information without the student's consent. Complete this form to authorize release of information. A valid Driver's License or State ID number is required for each authorized person for verification. If no boxes below are checked, all categories may be released. This authorization is valid for one year and information will not be provided over the phone.

Please check all that apply:

☐ Student Accounts (Billing Information, Charges, etc.)	☐ Financial Aid
☐ Academic Records	☐ Attendance
☐ Class Schedule	☐ Academic Probation Information
☐ Disciplinary Action Information	☐ Tutoring Received
☐ Mental Health Act Disclosure	

Student Name (Printed): _____	Student ID: _____
Student Signature: _____	Date: _____

Release information to the following:

NAME (#1): _____ **RELATIONSHIP:** _____

ADDRESS: _____ PHONE: _____

Driver's License or State ID Number: _____

NAME (#2): _____ **RELATIONSHIP:** _____

ADDRESS: _____ PHONE: _____

Driver's License or State ID Number: _____

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