

DISCLOSURE OF INFORMATION TO STUDENTS

FERPA (Family Educational Rights and Privacy Act) information may be disclosed to a student under the following conditions with appropriate efforts to verify the student's identity. A student is defined as any individual who is enrolled in an LC State credit or non-credit course. This excludes dual credit students.

Communication Type	Identity Verification Method
Person	Require presentation of photo ID
Phone*	<p>Verify the student's identity by asking a series of questions to which only the student should know the answer.</p> <p><u>Initial Questions:</u></p> <ul style="list-style-type: none"> ✓ Student ID ✓ Date of Birth ✓ Address <p><u>Additional Identifying Questions (at least two that apply):</u></p> <ul style="list-style-type: none"> ✓ Course currently registered for/enrolled in ✓ Past courses taken ✓ Previous instructors ✓ Emergency contact ✓ Transfer school or HS attended ✓ GPA ✓ Send a PIN number to their WarriorMail account ✓ Zoom link to show Driver's License <p>If information can be found on WarriorWeb, direct the student online. "I can't give you that information over the phone, but here is how you can access it."</p>
E-mail*	Verify the student's identity by asking the same questions as a phone call. Students must use WarriorMail.

***NOTE:** It is NOT advisable to release information by email or by phone that the student can access on WarriorWeb (grades, GPA, class schedule). If this is not possible, always use discretion. Seek direction from the Registrar's Office or your supervisor. **When in doubt, don't give it out!**

WarriorWeb:

- Class schedule
- Advisor
- Grades
- GPA
- Major
- Graduation application
- Unofficial transcript
- Student ID number