

DATC Sponsoring Agency FERPA Disclosure and Release



Sponsoring Agency (including location): _____

Responsible Party: _____

Responsible Party Phone: _____

Responsible Party Email: _____

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits DATC from releasing certain personally identifying information from a student's record to a third party (parent, spouse, employer, sponsor, etc.) without the student's written consent. This form authorizes sponsoring entities to have access to students' progress and attendance records through the Davis Applied Technology College (DATC) Student Information System (Northstar) if the student is sponsored by the agency. Upon approval of this form, DATC officials may disclose personally identifiable information from the student's education record to the sponsoring agency. Information that may be released includes, but is not limited to, the following: eligibility to enroll/register, coursework completed, transcripts, academic standing, schedule, balance due, and financial aid information.

The Responsible Party at the Sponsoring Agency is responsible for determining who at the agency has a legitimate need-to-know information about shared students. The Responsible Party shall request changes of passwords when individuals with access leave the organization for any reason or when job duties change in such a way that individuals with access no longer have legitimate need-to-know.

The Responsible Party at the Sponsoring Agency agrees to:

1. Retain a signed copy of the DATC Sponsored Student Records Release form (see attached or use similar agency form) and produce said copy upon request by the DATC.
2. Take all appropriate measures to protect the confidentiality of student records.
3. Notify the DATC of any breach (or suspected breach) of security regarding student records.
4. Notify the DATC of any change in sponsorship status.
5. Ensure that access to DATC records is revoked immediately upon change of duties of parties within the organization if access to records is no longer appropriate.

This agreement will be renewed annually on July 1st and may be revoked at any time for any or no reason. Additionally, the student ultimately reserves the right to refuse to release access to the Sponsoring Agency. It is up to the Sponsoring Agency to determine consequences for nondisclosure.

Responsible Party's Name

Title

Responsible Party's Signature

Date

DATC Representative Name

Title

DATC Representative Signature

Date

Procedures:

1. DATC Director of Student Services shall collect this form annually and store it in a central location. DATC Director of Student Services shall notify Sponsoring Agency Responsible Party annually of renewal process.
2. DATC Cashier shall identify sponsored students upon receipt of documentation of sponsorship so that Sponsoring Agency shall have access to sponsored student's progress and attendance.
3. DATC Cashier shall forward the request to the Student Information Specialist to release access. SIS will report to Director of Student Services when access is available. Director will notify Sponsoring Agency Responsible Party.