



Annual FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Our Lady of the Lake University (OLLU) receives a request for access. A student should submit a written request to the OLLU Registrar that identifies the record(s) the student wishes to inspect. The OLLU Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

Melissa Delgado
Interim Registrar
Our Lady of the Lake University
Walter Center, First Floor
411 SW 24th Street
San Antonio, Texas 78207
210-431-3959
registrar@ollusa.edu

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask OLLU to amend a record should write the OLLU Registrar (contact information above) and clearly identify the part of the record the student wants changed, and specify why it should be changed.

If OLLU decides not to amend the record as requested, OLLU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

OLLU discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by OLLU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the

board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of OLLU who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personally Identifiable Information (PII) from education records, such as an attorney, auditor, or collection agent or a student who is assigned to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for OLLU.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by OLLU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student :

- To other school officials, including teachers, within OLLU whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount

of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

Directory Information Public Notice as required by §99.37 of the FERPA regulations:

Under the provision of the **Family Educational Rights and Privacy Act of 1974 (FERPA)**, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Our Lady of the Lake University designates the following as public or Directory Information:

- Name, Address (local and permanent), Telephone listing
- Email Address
- Major Field of Study
- Participation in officially recognized activities and sports

- Height and weight of members of athletic teams
- Dates of Attendance ("from" and "to" dates of enrollment)
- Degree(s) and Awards received
- The most recent previous educational agency or institution(s) attended
- Photograph

Please consider very carefully the consequences of any decision by you to withhold "Directory Information." Should you decide to inform the institution not to release "Directory Information," any requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold "Directory Information" but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your request that such information be withheld. The hold will remain in effect until you notify the Registrar's Office in writing. Your signature will be needed to add or remove this privacy hold.

If you do not want the institution to withhold "Directory Information" no action is necessary.

If you want the institution to withhold "Directory Information" you may download the "Directory Information Withhold or Release" form from the Registrar's Office section of the OLLU Portal.

Go to MyOLLU → Menu → Student Admin Services → Registrar's Office → Forms → Directory Information Withhold or Release

Fill it out and submit it to the Registrar's Office by fax, email, mail or in person.

To view our complete FERPA Policy, go to [ConvergePoint](#). In the "Search for Policies and Procedures" field, key in FERPA.

Thank you,
Our Lady of the Lake University
Registrar's Office
411 S.W. 24th Street
San Antonio, TX 78207
registrar@ollusa.edu
Fax: 210-436-2314