



Work-Study Handbook

Fond du Lac Tribal & Community College
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Fond du Lac Tribal & Community College (FDLTCC) Work-study Handbook

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* For more information regarding the Nondiscrimination in Employment & Education Opportunity Policy, the Sexual Harassment and Sexual Violence, you should consult the college's sexual harassment and sexual violence policy listed in the school catalog or the student Academic Planner/Student Handbook. Problems of sexual harassment should be directed immediately to the Harassment Officer at 218-879-0844).

** Fond du Lac Tribal and Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

This document is available in alternative formats to individuals with disabilities by calling 218-879-0805 (V/TTY.)

INTRODUCTION

This handbook will help students and supervisors learn about the FDLTCC work-study program and details the process of applying for a job, what forms need to be complete, rules that govern students' jobs, and student workers' rights and responsibilities.

TO THE STUDENT

If you are eligible, you may be awarded work-study. Work-study jobs allow you the opportunity to work on-campus in various academics, administrative, or maintenance departments. There may be some off-campus positions available with nonprofit agencies.

Work-study offers you a flexible work schedule, and some work-study positions may require evening or weekend hours.

Being eligible for work-study does not guarantee you a work-study position. You are encouraged to apply for a work-study position as soon as job listings become available. Job listings are available in the form rack outside of the Financial Aid Office.

Work-study is a job and is paid on an hourly basis. A work-study position should be viewed as regular employment with responsibilities and employer expectations. You are not paid to study. All jobs provide great work experience for the student as well as a way to help meet your college costs. Your part-time work experience can be a valuable opportunity to enhance your career development and provide you with future work references.

The Work-Study Committee is responsible for determining the number of positions allocated for the campus, what work areas will be allocated positions, and how much Institutional Work-Study funds can be used.

The Financial Aid Office is responsible for calculating eligibility, awarding work-study, listing job openings, disseminating work-study information, handbooks, and packets, and year end reporting. Students are notified of their work-study eligibility on their Financial Aid Award Letter. Job listings, the Work-Study Handbook, and the Work-Study Packet are available in the Financial Aid Office.

The Business Office is responsible for administering student payroll. Time sheets are generated by the Business Office and given to your supervisor. Both you and your supervisor are notified on your timesheet when you are close to earning your work-study allocation. Once you have earned your awarded amount and received a timesheet stating "out of funds", you are no longer eligible to work and **MUST STOP WORKING**. Questions regarding time sheets and pay calendars should be directed toward the Business Office. If you have questions regarding maximum allocation and work-study eligibility, contact the Financial Aid Office at 218.879.0816.

The information Window disburses payroll checks to students with proper identification. The payroll checks are available bi-weekly as listed on the bottom of the time sheets.

TYPES OF STUDENT EMPLOYMENT

Fond du Lac Tribal & Community College's Work-Study Programs provide students with opportunities to earn money to help meet educational costs. Eligibility for work-study is determined as a part of the standard financial aid process. To receive need-based work-study, students must demonstrate financial need, maintain satisfactory academic progress, be enrolled at least half-time (at least six credits), and for state work-study, meet residency requirements. Eligibility may vary from year to year depending upon the financial information of the student's family and the resources available to the student from other sources. A student who is eligible for need-based work-study is notified on the award letter. A student may earn up to the amount printed on the award letter and may not exceed the amount unless approved by the Director of Financial Aid.

Federal Work-Study

Federal work-study is a program of the U.S. Department of Education and is funded annually.

State of Minnesota Work-Study Program

State work-study is a program of the Minnesota Higher Education Services Office and is funded annually with 75% state and 25% institution or employing agency funds.

Institutional Work-Study Program

Institutional work-study is a limited program offered by FDLTCC to assist students not meeting the eligibility requirements of federal or state work-study programs.

THE APPLICATION PROCESS AND JOB SEARCH

The first step in the work-study awarding process is to complete the Free Application for Federal Student Aid (FAFSA). To be assured of receiving work-study, you must submit the FAFSA and all supporting documents to the Financial Aid Office by the priority deadline, which is April 15th, preceding the next academic year. If you have sufficient financial need as determined by the U. S. Department of Education Federal Methodology, work-study eligibility will be offered on your financial aid award letter. The amount listed on the award letter is the maximum earning for the academic year unless the Director of Financial Aid approves an increased award.

If work-study eligibility is awarded and you are interested in applying for the work-study program, you must:

- 1) Review the listing of available positions. The listing is in the form rack outside of the Financial Aid Office.
- 2) Arrange for an interview with the supervisor(s) for the position(s) you are interested in.
- 3) Students working with youth or young adults are required to have a background check before working. The background check will be performed by either FDLTCC or the Organization (if placed in an off-campus work-study position).
- 4) Once you and a supervisor agree that a position would work for both of you, get a Work-Study Packet from the Financial Aid Office.
- 5) Return the completed Work-Study Packet to the Financial Aid Office.
- 6) Once the completed and signed Work-Study Packet has been processed and forwarded to the Business Office, a time sheet will be sent to your work supervisor by the Business Office. **This must be done before actually performing any work at that job.**

Students eligible for work-study are encouraged to participate in community service work-study positions that will engender a sense of social responsibility and commitment. Community services are those designed to improve the quality of life for community residents, or to solve particular problems related to the needs of low-income individuals, in such fields as health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Also included would be work in service opportunities or youth corps and service agencies, institutions, and activities designated in section 124(a) of the National and Community Service Act of 1990; support services to students with disabilities; and activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities and counseling, including career counseling. These positions are listed along with all other work-study jobs available from the Financial Aid Office. Students who are aware of a job opening that meets the community service definition may contact the Financial Aid Office to see if a placement can be arranged.

RULES AND REGULATIONS

Enrollment Requirements

You must be enrolled at least half-time (6 credits) to participate in a need-based work-study program on or off-campus.

Hours

You should try to average 10 hours of work per week to insure that your allocation will last the entire year, as well as allow you ample time to focus on your studies. You should, however, work no more than 20 hours per week while classes are in session and no more than 8 hours each day. When the college is not in an academic session (during semester breaks, or summer session and you are not taking classes) you may work up to 40 hours per week, subject to availability of work, supervisor's approval, supervision, availability during that time and eligibility for funds.

NOTE: THE TYPICAL WORK-STUDY AWARD EQUATES TO 10 HOURS OF EMPLOYMENT PER WEEK. ONCE YOU HAVE EARNED YOUR WORK-STUDY AWARD, YOU ARE NO LONGER ELIGIBLE TO WORK AND MUST STOP WORKING!

We recommend that first year students work no more than 10 hours per week while school is in session to help ease the transition to college. Please keep in mind that you may not work during times you are scheduled to be attending class. You may work in more than one office if necessary to earn the maximum allocation. Each supervisor is required to sign the Work-Study Packet. Work-study students are not entitled to sick pay, overtime, vacation or holiday pay. If you miss hours because of a holiday or illness, speak to your supervisor about making up the missed hours.

Pay Rate and Dates

The rate of pay for all work-study students is subject to the Fair Labor Standards Act as Amended. The rate of pay for tutors and maintenance is \$8.25 per hour, while the rate of pay for all other positions is \$7.25 per hour. Wages are subject to change based on special circumstances, and require the approval of the Work-Study Committee. You are paid biweekly as listed on the bottom of the time sheet. Time sheets are due in the Business Office as noted on the bottom of the time sheet and **must be returned by your supervisor**. All paychecks are disbursed from the Information Window. No other person may pick up your paycheck unless you have made previous arrangements and submit written permission.

Allocation

Your work-study allocation, as listed on your award letter, is valid during the academic year (which is from July 1 – June 30). This is the maximum eligibility and may not be exceeded, under any circumstances, without prior approval by the Financial Aid Office. It is your responsibility to keep an accurate, up-to-date accounting of all work-study earnings to prevent exceeding your allocation.

When your timesheet reflects that you will soon earn all of your work-study allocation before the end of the school year, ask your supervisor if they need you to continue to work. If they do, you then need to meet with the Director of Financial Aid to see if you have any additional eligibility. If you have eligibility remaining and work-study funds are still available, your work-study award may be increased to allow you to work additional hours.

Work-study funds are awarded according to your financial need. If you do not earn all of the funds you have been assigned, those unearned funds cannot be transferred to any other student.

Summer Work-Study

As a general rule, summer work-study is limited to save the bulk of the work-study funds for the school year. However, some work-study supervisors may need work-study personnel during the summer months. Summer work-study is divided into two time periods: from the end of spring semester until June 30, which is covered by that year's award; and July 1 until the beginning of fall semester, which is covered by the next year's award. Work-study hours during the summer may be assigned in one of two ways:

- 1) If returning students have remaining financial need at the end of the academic year, and there are work-study funds and jobs are available, students may continue their work-study position from the end of spring semester until June 30th. To do this you must be enrolled at least half-time for the summer session, or certify that you will be returning to your studies at Fond du Lac Tribal & Community College as at least a half-time student in the fall semester.

- 2) New students may apply for summer work-study, but may not begin work until July 1. All students must have completed the financial aid process and found to be eligible. Students must certify their intent to enroll fall semester at FDLTCC as at least half-time student.

Required Records

Records of each student's name, address, job, rate of pay, number of hours worked each day, and the amount paid each pay period must be kept by the Business Office. Departmental assistance in getting this information to the Business Office is essential. You and your supervisor should sign the time sheet each pay period that you work. ***The Financial Aid Office must receive your completed, signed Work-Study Packet, review it, then forward it to the Business Office before a time sheet can be created. Your supervisor must have a timesheet before you can begin working.***

Accidents

In the event of an emergency, students should dial 911. In the event you are injured on the job, you must file a formal report to the Vice President of Student Services within 24 hours of the accident. FDLTCC does not have a campus health service for students.

Resignation

You may resign or change employment with due written notice to the employer at least two weeks in advance. Should employer and employee agree, resignation may be immediate. You must contact the Financial Aid Office for new Work-Study Packet when changing jobs.

Termination

As a student employee, you may be terminated after sufficient warning and due written notice. Sufficient warning means at least one meeting or written notice in which you are notified that termination of employment is probable if no improvement is shown. Due notice means at least one week. It is expected and desired that an earnest effort be made to provide opportunity for continuation.

Immediate dismissal may occur when, in the judgement of the supervisor or departmental administrator, continuation of employment would be damaging to the nature of operation for the individual department or the College at large. Such dismissal requires written notice to the student. All work-study employment termination requires notification to the Financial Aid Office. Only the Director of Financial Aid may revise or terminate a work-study award.

Work behaviors that may require disciplinary action and/or dismissal may include, but are not limited to:

Tardiness

Un-excused absences

Under the influence of alcohol or controlled substances while on duty

Violation of FDLTCC and department or agency regulations, policies and rules

Violation of FDLTCC Conduct Standards

Violation of local, state or federal laws

Unacceptable job performance

Insubordination

Appeals

You may appeal an employment termination. **For more information regarding this process, review the FDLTCC Student Handbook Policies & Procedures section.**

Satisfactory Academic Progress

You must maintain satisfactory academic progress, in order to remain employed in work-study programs. You may not work under work-study funding if you have been suspended. As with all other forms of financial aid, eligibility for the work study program can be reinstated via the Petition process.

The Immigration Reform and Control Act of 1986 mandates that all employers employ only U.S. Citizens or nationals and lawfully authorized alien workers. To meet this federal requirement, FDLTCC requires certain identification and verification of all new employees. These requirements apply to student employees. Identification documentation is either a valid passport or a combination of a picture driver's license and social security card or a birth certificate. You must provide verification of your identity and employment authorization to the Financial Aid Office BEFORE beginning work.

STUDENT AND SUPERVISOR RESPONSIBILITIES

Student Responsibilities

Student employment is viewed as a valuable component in your educational program. You may be working in jobs related to your educational goals, or working in jobs that will have indirect benefits in any profession you pursue. You may have an opportunity to make your employment viable for future employment. By participating in the work-study program, you will acquire a wide range of knowledge. For example, your employment experience will give you insight into understanding how an institution, such as the College, operates. By working with campus employees, you will see firsthand some of the policies, procedures, and challenges involved in the management of an educational institution. You will have the opportunity to develop and improve clerical, laboratory, mechanical, verbal, and other special skills involved in a work-study employment experience. You may also develop such characteristics as dependability, cooperation, leadership, responsibility, social skills, and pride in your work.

You are responsible for:

1. Completing all the necessary paperwork BEFORE beginning work.
2. Arranging a work schedule with the supervisor.
3. Notifying your supervisor if you have to miss work due to sickness, emergency, etc.
4. Requesting your supervisor's approval for schedule changes in advance.
5. Maintaining enrollment in at least 6 credits for federal and state work-study.
6. Making satisfactory academic progress.
7. Adhering to the rules and regulations established by the department.
8. Keeping accurate, up-to-date records of all work-study earnings.
9. Giving adequate notice to your supervisor if you decide to discontinue your work with that department.
10. Dressing appropriately for work.
11. Conducting yourself appropriately and professionally at all times.
12. Requesting additional funding from the Financial Aid Office when your initial award has been earned.

You must understand that:

1. Study is not to be done during work time.
2. Any work of a personal nature cannot be done while you are working on your work-study job.
3. If you are unable to report for employment, under no circumstance may someone else work under your time sheet.
4. If you are exposed to confidential information, you will keep this information confidential.
5. Telephones may not be used for personal calls. Unapproved collect telephone calls are not to be accepted. The campus 1-800 number may not be used.

Supervisor Responsibilities

Supervisors play a key role in making working in your area a valuable experience for future employment. Training work-study students for employment can be a rewarding experience for both the supervisor and the student.

A supervisor must be firm, patient, and understanding. Supervisors can encourage student employees to develop characteristics of good judgement, responsibility, initiative, and pride in their work.

Supervisors are responsible for:

1. Insuring that no work is performed until AFTER receiving a timesheet from the Business Office.
2. Developing a suitable work schedule with a student. Supervisors must keep in mind that students may not work during the times they are scheduled to be attending class.
3. Clearly explaining the job and the student's duties.
4. Introducing the student to other employees in the work area.
5. Explaining the rules and regulations relevant to the work area.
6. Offering encouragement and "tips" on improvement; don't intimidate the student.
7. Training the student to do the required tasks, correcting when needed...strive for excellence.
8. Informing the student of the dress code preferred in the work area.

Each student employee will be supervised by a staff employee. Student employees may not supervise other student employees. A supervisor may need to be present at all times the student is working, depending on the work situation and tasks.

SUGGESTED WORK-STUDY EMPLOYEE CONDUCT

The following are guidelines to help you adapt successfully to a work environment. Check with the office or department where you are working about specific work rules and expectations. If you have questions related to the work environment, work rules, and what is expected of you, check with your supervisor.

- A. Attitudes on the Job
 - Show enthusiasm on the job – no one enjoys a whiner.
 - Demonstrate initiative – if you know the next step, proceed to it. When you have completed a task, report promptly.
 - Ask questions – when learning a new job or in doubt, don't try to bluff your way through.
- B. Absenteeism and work schedules
 - Contact your supervisor if you must miss work.
 - Do not be absent for frivolous or routine reasons.
 - Maintain your work schedule if at all possible since work is often planned for you and deadlines must be met.
- C. Confidentiality
 - Discuss confidential or sensitive materials only with authorized persons. Many jobs will require working with student files or records.
 - Maintain loyalty to your employers – leave office information or gossip in the office.
- D. Office Behavior
 - Do – ask permission if you must use the telephone for personal calls; no long distance calls are permitted.
 - Do – dress appropriately for the job; appropriate dress for the building maintenance crew may not be appropriate dress in a departmental office.
 - Do – tend to personal hygiene and grooming.
 - Do – be courteous and respectful to other employees and to students.
 - Do – avoid unnecessary conversation, or loud speech.
 - Don't – smoke, eat or drink pop or coffee except in designated areas.
 - Don't – chew gum.
 - Don't – put down your employers among your friends.
 - Don't – forget appropriate titles and greetings.
 - Don't – forget that you get paid to work, not study.

FOND du LAC TRIBAL AND COMMUNITY COLLEGE POLICIES (abridged)

NONDISCRIMINATION IN EMPLOYMENT & EDUCATION OPPORTUNITY POLICY

Fond du Lac Tribal and Community College is committed to employment and education opportunities free from discrimination, harassment and violence. No individual or group shall be discriminated against or harassed in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Further, Fond du Lac Tribal and Community College (FDLTCC), along with the Minnesota State Colleges and Universities (MnSCU), shall work to eliminate violence in all its forms. Physical contact by designated staff may be appropriate if necessary to avoid physical harm to persons or property.

Discrimination, harassment and violence violate standards of the FDLTCC community. The College will provide a work and educational environment free from discrimination, harassment and violence. This policy is in effect on all FDLTCC campus sites, at College sponsored or College related events, and dealing with customers and vendors of the College.

It shall be a violation of this policy for any student or employee of FDLTCC: 1) to discriminate against or harass a student or an employee through conduct or communication defined by this policy and 2) to be violent to a student or employee. All complaints, either formal or informal, verbal or written, will be investigated. FDLTCC will discipline any student or employee who discriminates against, harass or is violent to a student, employee or other agent of the College.

SEXUAL HARASSMENT POLICY

Sexual Harassment Defined

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact or communication of a sexual nature when:
 - 1. Submission to that conduct or communication is made, either explicitly or implicitly, a term or condition of obtaining or continuing employment or education; or
 - 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - 3. That conduct or communication has the purpose/effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment; and
 - 4. In the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.
- B. Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, employee and employee, and other persons having business with or visiting the College. Sexual harassment may occur when it is directed at someone of the opposite gender or at someone of the same gender.
- C. Sexual harassment may include but is not limited to:
 - 1. Verbal harassment or abuse, such as sexual innuendo, putdowns based on gender or sexual orientation, name calling or jokes of a sexual nature, implied or overt threats or intimidation, subtle pressure for sexual activity, demand for sexual favors accompanied by implied or overt threats concerning an individual's employment or education status, demand for sexual favors accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or education status.
 - 2. Physical harassment such as patting, pinching, fondling, intentional brushing against a student's or employee's body. Kissing, pranks or intimidation of a sexual nature, or another sexually motivated unwelcome touching.
 - 3. Visual harassment such as showing or displaying photos, drawings, cartoons, posters, computer screen savers and file names, or calendars of a sexual nature; leering or staring.
 - 4. Electronic harassment such as posting inappropriate messages on the Internet or accessing, printing, distributing pornographic pictures or messages.
 - 5. Use of power or position to impose unwanted sexually-related verbal, physical or visual actions on another person.

D. Implied or overt threats may include but are not limited to the offer to trade grades, recommendations or references for sexual favors or acceptance of inappropriate or illegal sexual behavior.

For more detailed information regarding the Nondiscrimination in Employment & Education Opportunity Policy, the Sexual Harassment and Sexual Violence, you should consult the college's sexual harassment and sexual violence policy listed in the school catalog and the student Academic Planner/Student Handbook. Problems of sexual harassment should be directed immediately to the Harassment Officer at 879-0864 or 879-0803.

REQUESTS FOR ACCOMMODATIONS

It is strongly recommended that students with disabilities notify their work-study supervisor and the Office for Students with Disabilities (OSD) Counselor of any need for accommodation(s) prior to their first day of work. The OSD Office is located in Student Services and can be reached at (218) 879-0805 (V/TTY).

NOTICE OF ENROLLMENT IN A CERTIFIED MANAGED CARE PLAN FOR WORKERS' COMPENSATION INJURIES AND ILLNESS

Under Minnesota rule 5218.0250, The Minnesota Department of Employee Relations/Employee Insurance Division provides this notice to inform you that:

Effective January 1, 1998, your employer (the State of Minnesota) enrolled with Comprehensive Managed Care (CMC), a certified workers' compensation managed care plan which provides state employees and covered volunteers with all necessary medical treatment for work-related injuries and illness.

If injured in the course of your work, you may receive treatment from a medical doctor, chiropractor, podiatrist, osteopath, or dentist; if the treatment is available within the community and is appropriate for the injury or illness. As a state employee or covered volunteer, you must receive such treatment from a health care provider who is a member of CMC's plan, except in the following circumstances: you have already established a relationship with a non-participating provider (who maintains your medical records*) prior to the work-related injury; or if you require emergency treatment; or if your place of employment and residence are beyond the mileage parameters set forth in part 5218.0100, sub.1.F.(7). Furthermore, if you sustained your work-related injury prior to the State's enrollment with CMC, you may continue to receive treatment from a non-participating provider until you change doctors.

You may access care for a work-related injury or illness by going to a clinic or health care provider from CMC's network; or by asking your agencies Workers' Compensation Coordinator to share CMC's provider directory with you; or by calling CMC's 24-hour Nurse Phone Line at (612)456-1950 or (800)486-2913. You may also contact CMC's Nurse Phone Line if you have questions about managed care for workers' compensation; or direct such inquiries to the State Workers' Compensation Coordinator for information or assistance.

Additional information may be obtained by calling the Minnesota Department of Labor and Industry (DOLI) in St. Paul at (612)296-6107 or (800)342-5354. IN Duluth, call DOLI at (218)723-4670 or (800)365-4584.

* In accordance with part 5218, subparts 1 and 2, except that if you later change doctors you must then choose a doctor who participates in CMC's plan.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

**Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue. S.W. Washington, D.C. 20202-4605**