

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.6.1

Title: Requests for Information	
Originated by: Dr. Robert Edleston	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: Manhattan Area Technical College will honor requests for information regarding the College, its employees, or students in accordance with state statutes and federal laws.

Rationale: Manhattan Area Technical College recognizes the occasional need to share personal, academic, or employment information with third parties. For the College to remain in compliance with governmental agencies and laws such as Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Kansas Open Records Act, K.S.A. 45-221, a consistent, regulated process must be in place to preserve individual rights.

Definitions and Procedures:

1. Third Party Requests
 - a. Information/data will be released to authorized representatives of state and federal agencies or as mandated through reporting requirements.
 - i. Carl Perkins
 - ii. Family Educational Rights and Privacy Act (FERPA)
 - iii. Integrated Postsecondary Education Data System (IPEDS)
 - iv. Federal PELL grant
 - v. Americans with Disabilities Acts (ADA)
 - vi. Testing/licensing agencies
 - vii. Other colleges and universities
 - viii. Career & Technical Education Reporting System (CaTERS)
 - ix. Kansas Post Secondary Database (KSPSD)
 - x. Kansas Higher Education Report (KHEER)
 - b. Information/data will be released to authorized representatives of the news media with the permission of the student if applicable.
 - c. Information/data will be released to specific individuals.
 - i. Student.
 - ii. Authorized parents, guardians, and/or spouse of the student.

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- iii. Student's employer.
 - d. Information/data will be shared with appropriate Manhattan Area Technical College faculty and staff.
2. Restrictions on Third Party Requests
- a. Individual students and/or college employees will not be identified through statistical data released to reporting agencies without their expressed written consent.
 - b. Information including, but not limited to, minutes of college or student committees and/or councils, the College's strategic plan and operating budgets, or board agendas and minutes will be made available to the media.
 - c. Personnel records will not be released to any third party without the expressed written consent of that employee.
 - d. The financial, academic, medical, or disciplinary records of students eighteen (18) years of age or older will not be released without the student's expressed written consent. **
 - e. Information affecting the health or education of any student identified through the Americans with Disabilities Act will be shared with the faculty and staff members associated with that student.
3. Procedure to Obtain Information
- a. All requests regarding students of Manhattan Area Technical College will be processed through the Office of Student Services.
 - i. The requestor must complete, in full, the College's adopted Information Request Form obtained through the Office of Student Services.
 - ii. Once submitted, the Vice President of Student Services or designee will respond to the requestor regarding the availability of the requested information.
 - iii. The Office of Student Services will make available any information falling under the Kansas Open Records Act or Freedom of Information Act (FOIA).
 - iv. If the student whose records are in question is eighteen (18) years of age or older, the Office of Student Services will obtain his or her written consent to release the information. **
 - v. The Consent for Release of Records form adopted by the College will become a part of the student's permanent record.
 - b. All requests regarding institutional or employee information will be processed through the Office of the President.
 - i. The requestor must complete, in full, the College's adopted Information Request Form obtained through the Office of the President.
 - ii. Once submitted, the President or designee will respond to the requestor regarding the availability of the requested information.
 - iii. The Office of the President will make available any information falling under the Kansas Open Records Act or FOIA.
 - iv. If personnel records are in question the Office of the President will obtain the employee's written consent to release the information.

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- v. The Consent for Release of Records form adopted by the College will become a part of the employee's permanent record.

** FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are [for purposes of FERPA] "eligible students." Age cannot be a determining factor when considering release of records for a post-secondary student. Post-secondary students get to make the determination regarding what is released, to whom it's released, and for what purpose it's released.