

What is FERPA?

FERPA is the Family Education Rights and Privacy Act of 1974. It's a federal law that protects the privacy of student education records. It basically tells us what we can and cannot do with student information. For more information about FERPA, you can visit their home page at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA states that institutions may give out directory information without the consent of the student. FERPA defines directory information as name, address, phone number, birth date, etc.

However, the only information designated by the NOCCCD Board of Trustees which can be given without student consent to any party and is applicable to SCE students, is the following:

- Dates of Attendance
- Degrees and awards received by students, including honors scholarship awards, athletic awards and Dean's List recognition.

Students who wish to have this information restricted must submit a written request to the Registrar's Office at the Wilshire Center. Requests must be filed within fifteen calendar days from the beginning of each trimester a student is in attendance. If additional information is requested, the requesting party must submit a written request with student consent/signature.

Requests for Official Transcripts

A transcript request can be obtained at any registration front counter or on the SCE website by holding your cursor on the Student Services tab and clicking on the Request a Transcript link. Students may fax their request to the Wilshire campus at 714-992-9599.

1. High School Diploma students should be directed to:

Records contact person:	High School students:
Bobbie Wicker 992-9504	Cypress High School Lab
Cathy McKinstry 992-9505	Anaheim High School Lab
Shannon Ellis 992-9506	Wilshire High School Lab

2. All other SCE students should be directed to:

Records Office
Wilshire Center
315 E. Wilshire Ave.
Fullerton, CA 92832
714-992-9525