

he or she does not want any or all of the information designated as directory information.

List of Educational Records

2000-01 SFA Handbook, Institutional Eligibility, p. 2-223

The institution is required to establish a list of all the educational records it maintains, where those records are housed at the institution, and the procedures by which an eligible student can review those records.

Documentation of the Student File When Disclosure Is Made 99.32

The institution must maintain a record of each request for access to and each disclosure of personally identifiable information if the disclosure was made without written consent from the student or in the case of an ineligible student, the parent, unless the request was from, or the disclosure was to:

- The student or in the case of an ineligible student, the parent;
- A school official determined to have a legitimate educational interest;
- A party seeking directory information;
- A party seeking the records as directed by a law enforcement subpoena and the issuing party has ordered that certain information regarding the subpoena not be disclosed (e.g. to the student/parent).
- A representative of the U.S. Attorney General, in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes.

The record of each request or disclosure must be kept with the education records of the student for as long as the records are maintained.

For each request or disclosure, the record must include:

- The parties who have requested or received the information; and
- The legitimate interest the parties had in requesting or obtaining the information.