

**SITTING BULL COLLEGE
DISCLOSURE OF STUDENT RECORDS/INFORMATION RELEASE FORM
(THE BUCKLEY AMENDMENT)**

Sitting Bull College adheres to a policy of compliances with the Family Educational Rights and Privacy Act (Buckley Amendment). The definition of this Amendment is as follows:

"A federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

Right of Inspection or Access:

Each student has the right to:

- be provided a list of personal educational records, files, and documents maintained at Sitting Bull College (attached)
- inspect and review the content of such records (contact Registrar to do so)
- obtain copies of records at the student's expense
- receive a response from the college to a reasonable request for explanation or interpretation of records
- have a hearing to challenge the content of the records

DIRECTORY INFORMATION:

Sitting Bull College has designated the following information as "Directory Information":

___ Name	___ Dates of attendance	___ Date of birth
___ Address	___ Major field of study	___ Recent schools/colleges attended
___ Telephone listing	___ Degrees and awards received	___ Email address

This information is generally considered not harmful and may be released to anyone unless the student requests otherwise. If there is any information above that you do not want released, please put an "X" on the line next to that specific information.

Prior consent is not required for disclosure of educational record to:

- school officials of Sitting Bull College who have been determined to have legitimate educational interests;
- schools in which a student seeks or intends to transfer to (SBC must make an attempt to notify the student that records are being provided); Official transcript will not be released without the written consent of the student.
- Federal, State and local authorities

Sitting Bull College will not release information from the student's file to their parent(s) unless written consent is given by the student or the parent(s) provide documentation proving the student is their dependent.

I hereby grant permission to all Sitting Bull College Departments and Offices to release to Student Support Services (SSS) staff the necessary information pertinent to my eligibility for and participation in program services offered by SSS. I also understand that much of the information provided to SSS will be used for statistical reporting to local, state, and federal agencies. () Yes () No

I hereby grant permission to Sitting Bull College to use my photo(s) and profile information for fundraising/public awareness purposes/SBC catalog. () Yes () No

I, _____, have read the above information and fully understand my rights under the Family Educational Rights to Privacy Act (Buckley Amendment). This form is in effect for all terms of attendance at Sitting Bull College, past, present, and future.

Student's Signature

Date

**SITTING BULL COLLEGE
DOCUMENTS MAINTAINED IN A STUDENT'S FILE**

- Sitting Bull College Application for Admissions
- official college transcript(s) from other colleges
- official high school transcript or copy of GED
- Certificate of Indian Blood
- Any requests for transcripts or other information in student's file
- Disclosure or Release of Information of Student Records
- petitions for re-admission or credit overload
- routing slip
- Internet Privacy Form
- class schedules
- grade reports: midterm, final
- probation/suspension letters
- add/drop form
- pre and post test scores-
- Graduation information: Choices, copies of awards, resume, letters of recommendation, receipts, copy of diploma.
- Any correspondence to student from staff/faculty member of SBC that directly relates to college business
- Veterans: copies of documents directly relating to educational benefits (application, approval/denial letter, certifications, termination, etc.)
- Other information that students request to keep in file

After a student graduates, only the college transcript, high school transcript or GED, degree of Indian blood, and copy of diplomas are kept in file. All other documents are destroyed.