



**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: Family Educational Rights and Privacy Act of 1974	Code: FF0100
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Policy Reference: F0100-1 - Student Services, Student Records, Admissions and Registration

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**FERPA**

The following statement appears in the school schedules and bulletin:

**MATC is in compliance with the Family Educational Rights and Privacy Act of 1974, the purpose of which is to let the student know what educational records are kept by the school, to give the student the right to inspect those records and ask for correction if necessary, and to control the release of such information to those who are not involved in the educational process.**

Under the Privacy Act, directory information is made available to anyone who requests it unless you specifically ask that this not be done. To block directory information, the request must be made in the Registrar's office at the Downtown Milwaukee Campus. MATC considers directory information to be only the following: name; major field of study; dates of attendance; full-time/part-time status; degrees, technical diplomas or certificates awarded; and participation in officially recognized activities and sports.

The registration offices on the various campuses will, on request, provide the student with a statement showing what records are maintained, where to find them, how to ask for a chance to inspect the records, how to ask for correction, who has access to the records, and how the student may release information to others.

It is the intent of Enrollment Services that students can be shown anything in their records with a written request signed by the student. Requests will be honored within 45 days.

It is the responsibility of all administrative and instructional personnel to inform the registrar of any educational records, as defined by the law, in their possession. Notes, memos, etc., become an educational record whenever they are such as to be accessible or revealed to others.

**NOTICE TO THIRD PARTIES**

MATC must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended.

However, parties to whom personally identifiable information is given may make further disclosures of the information if they are acting on behalf of MATC and as directed by



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MATC. The names of the additional parties to which the receiving party may disclose the information and the legitimate interests of each of these additional parties must be provided as part of the request process. If a third party outside MATC permits access to personally identifiable information in violation of MATC policy, MATC shall not permit access to information from education records to that third party for a period of not less than five (5) years.

Once the third party that is acting on behalf of the MATC has finished the project or contract under which personally identifiable information is utilized, the third party shall be required to return the information to MATC, or if directed by MATC, to securely destroy and/or wipe systems containing such data.

Office of Responsibility: Enrollment Management  
Revision Date: February 28, 2025