Student Guide:
FERPA Block

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. FERPA allows the Yuba Community College District to disclose directory information to third parties without prior consent.

YCCD defines directory information as name, major field of study, participation in recognized activities and sports including weight and height of members of athletic teams, high school of graduation of athletic team members, degrees and awards achieved including honors, scholarship awards, athletic awards and Dean's List recognition.

You can submit a form to prevent the release of directory information, called a FERPA Block.

How to request a FERPA block:

1. Get the FERPA Block form, called **Request to Prevent the Disclosure of Directory Information**.

    The form can be downloaded from the Admissions and Records Forms page at both colleges. The direct link to the form is https://www.yccd.edu/wp-content/uploads/2024/01/FERPABlock.pdf.

    You can also go to Admissions and Records at any campus to get the form.

2. Complete the form and sign it. This form may be filled in electronically, however a handwritten signature is required.

3. Submit the form to Admissions and Records. You can drop it off to Admissions and Records in person at any campus, or email it from your YCCD email to:

    - Yuba College: ycadmissions@yccd.edu

    - Woodland Community College: wccadmissionsinfo@yccd.edu

    Emailed forms must come from your YCCD email. Forms sent from an outside email will not be accepted.

If you decide to remove the FERPA block, you can submit the request in writing to Admissions and Records.