

Release of Deceased Student Educational Records

ENROLLMENT MANAGEMENT

Enrollment Management/Academic Records

Policy Owner: Vice President of Enrollment Management

Effective date: April 17, 2017

Approval date: Spring 2025

Schedule for Review: Spring 2030

Policy Summary:

This policy clarifies how Fort Lewis College manages the educational records of deceased students.

Policy Statement:

1. When Fort Lewis College learns and verifies that a current or former student is deceased, the student's record will be marked as "deceased" by the Registrar.
2. Educational records of deceased students are not subject to the Family Educational Rights and Privacy Act of 1974 (FERPA). However, it is the College's policy to keep them confidential.
3. Educational records are defined as any records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution.
4. Educational records of a deceased student may be released to a spouse (married or not), the executor of the student's estate, immediate family members, or pursuant to a court order or lawfully issued subpoena.
5. The request for the educational records of a deceased student must be addressed to the Registrar with the following information:
 - Deceased student's name and date of birth.
 - Requestor's name, address, phone number, and evidence that they meet one of the requirements in item four above.
 - A list of the specific records being requested.
6. Only the Registrar or designee may release the records to the requestor. Only under extraordinary circumstances, and at the Registrar's sole discretion, the Registrar may release the records to those who are not listed above.

Responsibilities:

For enforcement of the policy: College Registrar

For oversight of the policy: Vice President of Enrollment Management

For procedures for implementing policy: College Registrar

Definitions:

(Optional)

Procedures:

(Optional)

Cross-Referenced Policies:

(Optional)

Consequences of Non-Compliance:

(Optional)

Review and Revision History:

Policy was reviewed in Spring 2025, format was updated, no other substantive changes made.