

34 CFR § 668.41 - REPORTING AND DISCLOSURE OF INFORMATION

Annual Security Report.

(1) **Enrolled students and current employee's annual security report.** By October 1 of each year, an institution must distribute, to all enrolled students and current employees, its annual security report described in 668.46(b), through appropriate publications and mailings, including:

- (i) Direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail;
- (ii) A publication or publications provided directly to each individual; or
- (iii) Posting on an Internet website or an Intranet website, subject to paragraphs (e)(2) and (3) of this section.

(2) **Enrolled student's annual security report.** If an institution chooses to distribute its annual security report to enrolled students by posting the disclosure on an Internet website or an Intranet website, the institution must comply with the requirements of paragraph (c)(2) of this section.

(3) **Current employee's annual security report.** If an institution chooses to distribute its annual security report to current employees by posting the disclosure on an Internet website or an Intranet website, the institution must, by October 1 of each year, distribute to all current employees a notice that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy of the report upon request.

(4) **Prospective students and prospective employee's annual security report.** The institution must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. An institution must provide its annual security report, upon request, to a prospective student or prospective employee. If the institution chooses to provide its annual security report to prospective students and prospective employees by posting the disclosure on an Internet website, the notice described in this paragraph must include the exact electronic address at which the report is posted, a brief description of the report, and a statement that the institution will provide a paper copy of the report upon request.

(5) **Submission to the Secretary's annual security report.** Each year, by the date and in a form specified by the Secretary, an institution must submit the statistics required by 668.46(c) to the Secretary.