



### FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) protects the privacy of student educational records.

Under FERPA parents of students have certain rights to their children's education records. Upon reaching the age of 18, these rights transfer to the student.

Parents and eligible students have the right to review their education records.

Parents and eligible students have the right to request corrections to education records if they believe them to be inaccurate. If the institution decides to not amend the record, the parent or eligible student has the right to a formal hearing. Parents and eligible students also have the right to place a statement with the record for any contested information.

Institutions must have written consent from parents or eligible students in order to release any information from a student's education record. Schools may however disclose education records without consent to the following parties:

- a. Institution officials with legitimate educational interest
- b. Schools the student is transferring to
- c. Officials for evaluation or audit purposes
- d. Parties in connection with financial aid to the student
- e. Accrediting organizations
- f. In compliance with a judicial order or under a lawfully issued subpoena
- g. Officials in cases of health and safety emergencies
- h. State and local authorities within a juvenile system pursuant to specific State law

Institutions may disclose the following directory information as long as the school informs parents and eligible students and allows for a request by the parent/eligible student not to disclose directory information:

- a. Student name
- b. Address
- c. Phone number
- d. Date and place of birth
- e. Dates of attendance