



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.

Students and eligible parents have the right to review their education records. A student seeking to review his/her education record shall submit a request in writing to the school's Registrar's office. Depending on the age of the record, it can take up to 7 days for a record to be retrieved. The student will be notified promptly once the record is available for inspection at the school.

Copies of transcripts, attendance records, and payment ledger cards will be provided free of charge. A copy of the complete educational file will be provided within 24 hours for a \$10 fee.

Upon inspection, if the student/parent notices anything incorrect, they should contact the Registrar's office so they can have the incorrect record updated once supporting documentation is submitted to the Registrar's office. If the institution decides to not amend the record, the student or eligible parent has the right to a formal hearing. Students and eligible parents also have the right to place a statement with the record for any contested information. These requests/rights should be made with the Registrar's office.

Institutions must have written consent from students and/or eligible parents 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 students and eligible parents and allows for a request by the student/eligible parent to decline any directory information be disclosed:

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

Should a parent/eligible parent wish to decline directory information be disclosed they can do this request by contacting the Registrar's office.

Students can submit complaints regarding privacy violations with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC.