

FERPA POLICY

The Family Rights and Educational Rights Act (FERPA) is a federal law that protects the privacy of student education records.

FERPA states that institutions must have written permission from the student in order to release any information from a student's educational record.

FERPA gives the students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing records in violation of FERPA.

Under FERPA, schools may disclose directory information in the student's educational record without the student's consent. Directory information includes: name, address, phone number, email address, dates of attendance, diploma awarded, and enrollment status. Student can exercise the option to restrict the release of directly information by submitting a formal request to the school to limit disclosure.

Non-directory information cannot be released to anyone but the student without prior written consent of the student. Non-directory information may include: social security numbers, student identification number, race, ethnicity and/or nationality, gender, and transcripts/grade reports.

The rights under FERPA transfer from parent to student when the student reaches 18 years of age or enters a post-secondary institution. This means, **that if a student is 18 years or older we cannot release educational records to anyone but the student unless we are provided with signed permission granting a specified person rights to access a student's records.** We cannot release information to parents, spouses, siblings, or friends; however, if a parent has claimed a student as a dependent in the previous income tax year, the parent may have access to the student's educational record. We must have proof before any records will be released.

In order to comply with FERPA, we require that all requests for student information, including transcripts, be made in writing. The written permission should include the date of the request, which educational records should be disclosed, whom the records are to be released to, and the signature of the student whose record is to be disclosed.

For more information regarding students' rights under FERPA, please visit the Website <http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.