



## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords a student the right to inspect and review his/her record within forty-five (45) days after submitting them to the registrar/officer through a request which identifies the record to be inspected.

The student will be notified of the time and place to exercise that right and directed, if necessary, to the official to whom the request should be made. The student also has the right to request an amendment to his/her education record which may be inaccurate or misleading. A written request to the official responsible should identify the part of the record to be changed and specify the reason behind it.

If the school decides not to amend the record and has notified the student in writing, the student has the right to a hearing, which procedures will be provided at that time. Furthermore, the student has the right to consent to disclosures of personally identifiable information contained in his/her education records, except for disclosures authorized by FERPA.

The latter pertains to a school official(s) and/or trustee(s), or a person or company contracted by the school, or a student on an official committee, all of whom must have a legitimate educational interest in such review. Without consent, but only by request, the school will disclose education records to officials or other schools in which students seek or intend to enroll.

Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records on request unless the institution states in its annual notification that it intends to forward records on request. Last, a student has the right to file a complaint with the U.S Department of Education concerning alleged school failure to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office, U.S. Department of  
Education 400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605**