



## **FERPA Annual Notification (Family Educational Rights and Privacy Act)**

The "Family Educational Rights and Privacy Act" (FERPA) allows students to have certain rights regarding their institutional records. These rights include:

1. The right to inspect and revise students' educational records within a range of 45 days from the day that the Institution receives a notice to revise such records.

A student must submit to the Assistant Registrar, Occupational Director, and/or any other authorized officer, a written notification that identifies the record that the student wishes to inspect. The institutional officer will make arrangements for the access of such records and will notify the student the time and place where there records will be inspected. If the records are not maintained by the institutional officer to whom the request was made, that officer must notify the student what officer he/she should make the request to.

2. The right to request an amendment to the records; if the student believes that its information is not precise; deceitful; and/or is a violation of the privacy of the student's right under FERPA.

A student who wishes to request an amendment to his/her record must write to the responsible officer and clearly identify which part of the record he/she wishes to change and specify the reason for the change.

If the Institution decides not to amend the record as requested, the decision will be notified in writing to the student and his/her right to request a hearing regarding the amendment. Additional information of the hearing's procedure will be provided to the student upon notification.

3. The right to provide written consent before the Institution divulges personal identifiable information of the student's educational records except that FERPA authorizes the divulgence without consent.

The Institution divulges educational records without the student's consent under the FERPA exception for divulging to institutional personnel with legitimate educational interests. An officer is the person employed by the Institution in an administrative position, supervisory, academic, and/or a support position (including law and health personnel); a person and/or company that the Institution has hired as an agent to provide a service instead of using employees and/or institutional personnel (lawyer, auditor, collector); a person serving the Board of Trustees; or a student that serves in an official committee (discipline; complaints; assisting institutional personnel with related tasks).

An institutional officer has legitimate educational control if the officer needs to comply with institutional duties and responsibilities

When requested, the Institution divulges records without consent to officers of other institutions to which the student intends to enroll. (NOTE: FERPA requires the Institution to make a reasonable effort of notifying each student of such action unless the Institution indicates in its annual notification that it is its intention to return the records as requested).

4. The right to file a complaint with the U.S. Department of Education due to failure from the Institution in complying with FERPA requirements. The name and address of the FERPA administration office is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**