

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all programs that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a program beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the program. Programs are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Programs may charge a fee for copies.

Parents or eligible students have the right to request that a program correct records which they believe to be inaccurate or misleading. The process is as follows:

1. The request to correct a student's record must be submitted in writing to the Associate Director for Administration. The request will be answered verbally or in writing within ten (10) business days from receipt of the request.
2. If the parent or eligible student is not satisfied with the Associate Director for Academic Affairs response, they can request in writing that the program committee of the program meet to review their request.
3. Within ten (10) business days of the request the program committee will meet to review the request. The parent or eligible student will be notified in writing regarding, the decision of the program committee. The decision of the program committee will be final.
4. If the parent or eligible student is still not satisfied they have the right to place a statement in the record setting forth his or her view about the contested information.

Generally, programs must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows programs to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. Program officials with legitimate educational interest;
2. Other programs to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the program;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Programs may disclose, without consent, "directory" information such as a student's name, address, telephone number, honors and awards, and dates of attendance. However, programs must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the program not disclose directory information about them. Programs must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each program.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

STUDENT RECORDS

Or you may contact the US DOE at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

FERPA and Subpoenas

Upon receipt of a subpoena or other Court Order, The Center will make a reasonable effort to notify the student of the receipt of the order in advance of compliance in order for the student to have the opportunity to seek protective action.

Student Permanent Records

Student records are kept permanently. All previous students' records are kept in an off-site storage facility and may be obtained, by written request.

To request review of your records, a written request must be filed with the Associate Director for Administration. Records will be available within thirty (30) business days of the date of the request.

The following staff members of the Center are allowed access to student records without the student's permission:

- Directors
- Associate Directors
- Medical Directors/Advisors
- Program Directors
- Assistant Program Directors
- Clinical Coordinators
- Administrative Assistants

Students who wish to have the Center release their records to a third party must complete an *Authorization To Disclose Information From Educational Records* form which will detail:

- the purpose of the disclosure
- which records are to be disclosed
- to whom the disclosure is to be made

A student's permanent record is made up of electronic records and hard copy records. The following information is maintained in a student's permanent record:

- Completed Application Packet
- Enrollment Documentation
- Orientation Paperwork
- Attendance Records
- Grade Sheets
- Clinical Competencies/Proficiency Evaluations
- Counseling forms, if applicable
- Official Program Transcript

STUDENT RECORDS

Official Transcripts

FERPA requires that programs not release any information on students unless a release has been signed by the student. Students must complete an Authorization to Disclose Information Form to request an official or student copy of their transcripts. Graduates must complete a Transcript Request Form to request an official or student copy of their transcripts. All transcript requests must be cleared by the Financial Services Department before processing. Processing of transcripts require 10 to 14 business days, longer during peak periods. The fee for graduates for an official transcript bearing the seal of the school is \$10 per copy. Graduates are allowed one unofficial copy of their transcript per form. Rush orders (within 7 business days) have an additional \$5 fee.

Supplementary Documentation/External Forms

A student who has not completed the program, regardless of cause, will receive a copy of his/her transcript, upon written request. Neither supplementary documentation nor external forms will be completed that seek to verify either a student's academic performance or clinical proficiency.