

## **Right to Privacy-FERPA**

Education records are defined under FERPA as records that are directly related to a student and are maintained by an educational institution or by a party acting for the agency or institution. The records can be handwritten, print, magnetic tape, audiotape, film, diskette, electronic image, microfiche, or other format or medium.

Student records are available to all agencies covered under FERPA. Examples of these agencies are the Department of Education; the office of the Inspector General, and said representatives of programs regulated by or represented by these offices. Under NACCAS Standard III.12, Donna's Academy must provide and permit access to student files and other school records as required for an accreditation process initiated by the institution or by NACAAS, or in the response to a directive of the commission.

Disclosure of financial aid received or applied for may be released to the U.S. Citizenship and Immigration Service, Federal Bureau of Investigation, and organizations or institutions needing such information for determining aid eligibility or to enforce terms and conditions of financial aid.

Information that is personally identifiable in an educational record may not be released without prior written consent from the student and except to the extent that FERPA authorizes disclosure without consent as listed above. Some examples of information that cannot be released include citizenship, disciplinary status, grade point average, marital status, social security or ID numbers. Personally identifiable information from a student record will not be released without written consent from the student. Parental access to a daughters or sons educational record must come in a written authorization from the student before access to the record is allowed.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Generally, schools must have written permission from the eligible student in order to release any information from a student's educational record. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic; or a person or company with whom the Academy has contracted (such as an attorney, auditor, or collection agent).

Under FERPA, students have the right to inspect and review their own educational records within 45 days of the day the Academy receives a request for access.

Students should submit to the Admission Office a verbal or written request that identify the record(s) they wish to inspect. The Admissions Office will make arrangements for access and notify the student of the time and place where the records may be inspected

Students may ask the Academy to amend a record that they believe is inaccurate or misleading. They should write the Academy official responsible for the record; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Academy decides not to amend the record as requested by the student, the Academy will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.