
FORMS PROVIDED TO STUDENTS

Information Sharing &

The Family Education Rights and Privacy Act of 1974 (FERPA)

What is FERPA?

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

What is considered Directory Information?

In compliance with **FERPA**, the following statement reflects the school's policy:

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

However, the Act states that each student has the right to inform the School that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that ALLEN SCHOOL OF HEALTH SCIENCES is notified in writing by the student to permit release of "directory information".

What about . . . ?

Parental Access to Children's Education Records

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

Posting of Grades by Faculty

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

Staff Member Responsibilities

Employees of ALLEN SCHOOL OF HEALTH SCIENCES may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Employee utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position. Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school, should be referred to the Director of the Institution. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. All employees have their own accounts and passwords on the administrative



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computer system and on e-mail. Staff members are responsible for their personal account and will be held accountable for any improper use. Protection of sign-on password and procedure is critical for security. An employee password is the only protection an account has, and the only way the computer system can verify that the staff member is actually who they say they are.

Title IX Coordinator

Title IX coordinator plays an essential role in helping ensure every person affected by the operation of our institution—including employees, students, their parents or guardians, applicants for admission and employment—is aware of the legal rights Title IX and that our institution comply with the legal obligations under Title IX. The Title IX coordinator is Ruth Martinez-VP, Student Financial Affairs.

Procedure

The Title IX coordinator's primary responsibility is to coordinate the recipient's compliance with Title IX, including the recipient's grievance procedures for resolving Title IX complaints. The recipient must inform the Title IX Coordinator of all reports and complaints raising Title IX issues, even if the initial complaint was filed with another individual or office.

In Summary, Remember . . .

- Staff must check a person's picture identification when releasing education records. Staff must always check to see if the student permitted disclosure of information before you release any information on the student.
- Staff must not discuss a student's record with any person who does not have a legitimate educational interest as doing so is a violation of **FERPA**. This pertains to conversations on and off the job.
- Staff may not remove any document from the office for non-business purposes as doing so is a violation of **FERPA**.
- Staff may not release confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization as doing so is in violation of **FERPA**.
- Staff may not leave reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leave their computer unattended as doing so is in violation of **FERPA**.
- Staff may not make personal use of student information as doing so is in violation of **FERPA**.
- Staff may not allow another person to use their computer access code as doing so is in violation of **FERPA**.
- Staff may not put paperwork in the trash with a student's information (i.e., social security number or grades) as doing so is also in violation of **FERPA**.
- In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to ALLEN SCHOOL OF HEALTH SCIENCES.
- Violation of confidentiality and security may lead to appropriate personnel action.



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Student Information Release Form

FERPA Explanation

The purpose of the Federal Educational Rights and Privacy Act of 1974 is to protect the privacy of information concerning individual students by placing restrictions on the disclosure of information contained in a student's school records. In order for the Office of the Registrar to honor a verbal or written request for information by anyone other than the individual student, a signed authorization must be on file.

I authorize the release of personal information per the information below:

I _____,

Last four numbers of SSN: _____ Date of Birth: _____

Do not authorize the release of any personal information to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or required by law.

Do authorize the Registrar's Office at Allen School to release personal information per the information below:

Print Name

Relationship to Student

I understand that this pertains to information regarding ALL of the following: ACADEMIC PERFORMANCE (including final grades), ATTENDANCE, HOUSING, STUDENT ACCOUNTS, FINANCIAL AID, and REGISTRATION.

The above information will be released with my **FULL CONSENT**. I understand that this authorization remains in effect from today through _____ (month/year). It will be necessary to send a written letter to revoke this authorization prior to the expiration date I have indicated.

Student's Printed Name: _____

Student's Signature: _____

Date: _____