

Bitterroot School of Cosmetology

**Notification of Rights under FERPA
For Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the Director, a written request that identifies the record(s) the student wishes to inspect. The School will make arrangements for access and notify the student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records, that the student believes are inaccurate, misleading, or otherwise in violation of the students privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student may appeal the decision. Additional information regarding the appeal procedures will be provided to the student when notified of the right to appeal; (see Policy and Procedure Manual)

- 3) The right to provide written consent before the School discloses personally identifiable information from the students education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position ; a person or company with whom the School has contracted as it agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent).

A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the School also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires and institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

- 4) The right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

5) Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, Sw
Washington, DC 20202-5901

Students Signature

Date