

<p>Policy Title: Family Educational Rights and Privacy Act</p> <p>Department: Business Office, Admissions, Registrar, Academics, Financial Aid</p>	<p>Policy Number: 018</p>
<p>Approved By: Registrar</p> <p>BPPE Laws & Regs as of 9-9-13: NA (Policy written by DOE)</p>	<p>Date Implemented: January 17, 2013</p> <p>Date Revised: August 26,2013</p>

Purpose:

To ensure student record confidentiality and access to records as authorized.

Scope:

All employees

Policy:Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Rudolf Steiner College protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. Student records will be maintained electronically for five years from the last date of attendance. Transcripts are maintained permanently.

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documentation maintained by the institution.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Policy and Procedure

The Family Educational Rights and Privacy Act (FERPA) affords 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 ten business days of the day the College receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If

the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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 student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the College's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Admissions Office or Registrar providing all reasons and supporting documentation why further consideration should be made. The College will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Each third party request for educational records requires the student's written consent be provided to the Admissions Office or Registrar and include the following:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record.

Within the College the following directory information may be disclosed without student consent:

- Student Name (first name, last initial) or Student ID;
- Program of Attendance; and
- Honors, Awards and/or Recognitions

If you do not want the College to disclose directory information without your prior written consent you must notify the Registrar in writing.

4. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - A person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent);
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law; and
 - A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Procedure:

Students wishing to review their file must make an appointment with the Registrar. All appointments must be made during regular business hours. At no time may the student and/or parents remove, destroy or damage any documents or contents in the file.

Disclosure to Third Parties: Written consent is required before education records may be disclosed to third parties as described above in the policy. Students must submit a completed AUTHORIZATION FORM – RELEASE OF INFORMATION to the Registrar before any records may be viewed by third parties requiring authorization. Forms are available in the Registrar Office.

Disclosure of Directory Information: To opt-out of disclosure of directory information without student's prior written consent, student must complete a "RSC FERPA Opt-Out Form" and submit to the Registrar. Forms are available in the Registrar Office.