

Associated Technical College Family Educational Rights and Privacy Act (FERPA)

Notice to all students:

- You have the right to review your educational records at any time. The request must be in writing and given to the school's administrator. Parents of a student who are classified dependent may review the student's record after submitting their request in writing to the school administrator.

- Parents or eligible students have the right to seek amendment of the student's educational record that the parent or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

- Parents or eligible students have the right to consent to disclose personally identifiable information contained in the student's educational record, except to the extent that FERPA and the regulations authorize disclosure without consent.

- Parents and students have the right to file a complaint with the Department of Education concerning alleged failures of the institution to comply with the statutory and regulatory requirements of FERPA.

- The institution discloses educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll. This is done with the written permission of the student and/or parent.

- Parents or spouses can only review the file of an independent student with the permission of the student. This must also be done in writing and include the student's signature and given to the school's administrator.



ASSOCIATED TECHNICAL COLLEGE

2650 Camino del Rio North, Suite 100, San Diego, CA 92108

WEB-SITE: www.atcsd.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the School receives a request for access. A student should submit the request to the School Director or the Education and Records office. The request should identify the records the student wishes to inspect. The school official will advise 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 is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. The student who wishes to amend a record should put the request in writing identifying the part of the record the student wants changed, and why the student feels it should be changed. The written request should be sent or given to the School Director or Records Supervisor. If the school decides not to amend the record, the school will notify the student, in writing of the decision and of the student’s right to a hearing regarding the request for amendment. Additional information will be provided to the student concerning hearing procedures if the student requests a hearing.
3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorized disclosure without consent. The School discloses education records without a student’s prior consent to school officials with legitimate educational interests, including outside agents who are under the direct control of the School, such as attorneys, auditors.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

FERPA permits the disclosure of PII from the student records, without consent of the student to other school officials with legitimate interest; to officials of another school where the student seeks to enroll, or where the student is already enrolled; to authorized representatives of the United States or State Supported educational programs; in connection with financial aid for which the student has applied; to accrediting organizations to carry out their accrediting functions; to parents of the student if the student is a dependent for IRS tax purposes; to comply with a judicial order or lawfully issued subpoena; to appropriate officials in connection with a health or safety emergency; in the event of a violation of federal, state or local law.

Students should report any change of name, address or marital status to the Education & Records Office so that institutional records can be update

PRINT NAME

SIGNATURE

DATE