

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

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 your education records. Students should contact the education office to determine the location of appropriate records and the procedure for reviewing such records. A student should submit to the campus Managing Director a written request that identifies the record(s) the student wishes to inspect. The Managing Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school 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 that records believed to be inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA, be amended. The request should be submitted in writing to the Dorsey Schools official/office responsible for maintaining the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the request for change is denied, the student has a right to a hearing on the issue.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, Dorsey Schools must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations as listed below:

- Specified officials for audit or evaluation purposes;
- Representatives of the Secretary;
- 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;
- State and local authorities, within a juvenile justice system, pursuant to specific State law, and
- School officials with legitimate educational interest.

A school official is a person employed by Dorsey Schools in an administrative, supervisory, academic, research, or support staff position; or a person serving on the board of trustees; a person or company with whom the school had contracted (such as an auditor, attorney or collection agency) or a student volunteering to assist another school official in performing his or her tasks. 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 responsibilities for Dorsey Schools.

4. Upon request, Dorsey Schools will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dorsey Schools 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 20202-5920

6. The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by Dorsey Schools as directory information:

- Name, Address
- Telephone listing
- Email address
- Photographs
- Diplomas, honors, awards received
- Major Field of Study

Students who do not want such information released without their consent should notify the Education office or Managing Director of their campus.