



## **Student Records Access and Release**

Auguste Escoffier School of Culinary Arts has established a policy regarding students' rights with respect to their education records pursuant to the Family Educational Rights and Privacy Act ("FERPA"). These rights include:

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

Under FERPA, education records are defined as records that are directly related to the student and maintained by the institution or a party acting for the institution, excepted as provided under the FERPA exceptions. Education records can exist in any format, including, but not limited to, typewritten, hand-written, computer generated, videotape, audiotape, film and email.

Students may request a review of their education records by submitting a written request to the Campus Director that identifies the records the student wishes to inspect. The review will be allowed during regular school hours under appropriate supervision, and the Campus Director and/or Registrar will notify the student of the place where records may be inspected. Students may also obtain copies of their education records for a nominal charge.

2. The right to request that the Auguste Escoffier School of Culinary Arts amend any 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. The request for change must be made in writing and delivered to the Campus Director and/or Registrar, must clearly identify the part of the record the student wants changes and must explain the reason for the requested change. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. If the Auguste Escoffier School of Culinary Arts decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. If the student requests a hearing, the Campus Director will conduct the hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Campus Director's decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

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

One exception permits the Auguste Escoffier School of Culinary Arts to disclose education records without the student's prior written consent to parents of a student who is a dependent for tax purposes (as defined in Section 152 of the Internal Revenue Code of 1986).

Another exception permits the Auguste Escoffier School of Culinary Arts to disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.



The term school official includes a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); 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); a person serving on the Board of Trustees; or 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, officials from other educational institutions, lenders, servicers and agencies that have a legitimate interest in the student information. 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 the school.

Upon request, the Auguste Escoffier School of Culinary Arts may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

While FERPA requires that the Auguste Escoffier School of Culinary Arts, with certain exceptions, obtain a student's prior written consent before disclosing personally identifiable information from the student's education records, FERPA permits the Auguste Escoffier School of Culinary Arts to disclose appropriately designated "directory information" to third parties without prior written student consent unless the student has advised the school to the contrary in accordance with school procedures. If the student does not want the Auguste Escoffier School of Culinary Arts to disclose some or all directory information without his or her prior written consent, the student must notify the school in writing within 10 days after the date of the student's initial enrollment or by such later date as the school may specify. The Auguste Escoffier School of Culinary Arts has designated the following information as directory information: student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, and credential awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Auguste Escoffier School of Culinary Arts 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, D.C. 20202-5901