

## **Student Records Access and Release**

### **Family Educational Rights and Privacy Act (“FERPA”)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s educational records. Because AESCA is a post-secondary institution, the rights described in FERPA belong to the students at the school, rather than the parents. The term “student” as used in the following FERPA policy applies to currently enrolled and former AESCA students who were accepted, began attending classes, and either graduated, withdrew or did not graduate. Questions about FERPA or FERPA rights should be addressed to the Campus President, Registrar or Student Finance Office.

### **Student Rights Under FERPA**

Students have the right to inspect and review their educational records according to the following procedures:

- Request amendment of their educational records—Students may ask the school to amend a record that they believe is inaccurate or misleading. They may submit a written request for amendment of their record(s) to the Registrar, specifying why they believe the record is inaccurate or misleading. The Registrar will notify the student of the decision made on the request for amendment.
- Consent to disclosure of their educational records—the exceptions to disclosure of student records only with written consent are noted below.
- File a complaint with the U.S. Department of Education—Individuals who have questions about FERPA or who wish to file a complaint should contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, D.C. 20202-5920

### **Procedures to Inspect Educational Records**

Students should submit to the Registrar a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student in writing of the item(s) and place where the records may be inspected. Access will be given in 30 calendar days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

## **Disclosure of Education Records**

AESCA will disclose information from a student's education records only with the written consent of the students,

EXCEPT:

1. To school officials who have a legitimate educational interest in the records. A school official is:
  - a. A person employed by AESCA in an administrative, supervisory, academic or research, or support staff position.
  - b. A person employed by or under contract to AESCA to perform a special task, such as an attorney, auditor or financial aid consultant.

A school official has a legitimate educational interest if the official is:

- c. Performing a task that is specified in his or her position description or by a contract agreement.
  - d. Performing a task related to a student's education.
  - e. Performing a task related to the discipline of a student.
  - f. Providing a service or benefit relating to the student or student's family such as health care, counseling, job placement or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in conjunction with an audit, review or evaluation of compliance with education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the school.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. The records of a disciplinary proceeding conducted by AESCA against an alleged perpetrator of a violent crime will be disclosed to the alleged victim of that crime without the written consent of the alleged perpetrator.
11. To parties requesting directory information, if a student has not provided a written request for the non-disclosure of such information.

## **Directory Information**

AESCA designates the following items as Directory Information:

- Student name
- Address

- Telephone Number
- Date and Place of Birth
- Major Field of Study (Program)
- Participation in officially recognized activities
- Dates of Attendance
- Degrees
- Diplomas
- Awards Received
- Most recent previous school attended.

AESCA may disclose any of those items without prior written consent, unless notified in writing to the contrary.