

## FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) - EDUCATIONAL RECORDS

In accordance with the Family Education Rights and Privacy Act (FERPA) and Gnomon policies, students have the following rights:

1. The right of the student to inspect and review his or her education records within 45 days of the date that Gnomon receives a request for access.

Students may submit a written request that identifies the specific record(s) to the Registrar, or any other appropriate official.

The school official will make arrangements for access and notify the student of the time and place where the records may be viewed.

Records that are exempted from the right of inspection are:

- Financial records of the parents of the student
- Confidential letters and statements of recommendation
- Records of instructional, supervisory, counseling, and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a teacher

2. The right to request the amendment of education records that the student believes is inaccurate or misleading.

The student should write the school official responsible for the record, clearly identifying the part of the record(s) in question and specifying why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right of consent to disclosures of identifiable information contained in the student's education records, except to the extent that FERPA and California law authorizes disclosure without consent.

An exception to the policy against disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school in an administrative, supervisory, academic, research or support-staff position (including law enforcement unit personnel and health staff) and may include a student serving on an official committee or assisting 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 to fulfill his or her professional responsibilities.

4. Release of Educational Information

The school may disclose certain information, known as "directory information," at its discretion without consent.

If a student does not want this information released, the student must complete a Non-Release of Directory Information form, available from the Registrar. Upon request, the school may disclose education records without a student's consent to officials of other schools in which a student seeks or intends to enroll.

The school has established the following information as directory information: student name, address, email address, telephone number, date and place of birth, weight, height, age, major field of study, enrollment status (full-or part-time), dates of attendance, participation in officially recognized activities, degrees and awards received, student's photograph and the most recent educational institution attended.

Without the student's consent and upon authorization of the administration, the school may release copies of, or otherwise divulge, material in student education records to the following agencies and

individuals who are expressly forbidden from permitting access of said education records to third parties:

- A. An authorized representative of the Controller General of the United States, the Secretary of Education or administrative head of an education agency, state education officials, or third respective designees of the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law provided that, except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation and enforcement of federal legal requirements.
  - B. Other state and local officials or authorities to the extent that information is specifically required to be reported.
  - C. Officials of other public or private schools or schools' systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll as provided in Section 76225 of the Education Code.
  - D. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary of for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
  - E. Accrediting organizations in order to carry out their accrediting functions.
  - F. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.
  - G. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulation as may be issued by the Secretary of Education.
  - H. Those who have obtained a subpoena or judicial order. The student is to be given notice by mail or the school's compliance with the order.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failure 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 20202-4605

Students who wish to share their information with their parents or with a third party must fill out a FERPA Release form available from any administrative office at Gnomon.