

## **Michael's Barber & Hair Stylist Academy**

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### **Notification of Rights under FERPA for Postsecondary Institutions**

#### Privacy of Student Information (FERPA)

The Family Educational Rights and Privacy Act (FERPA) limits the disclosure of personally identifiable information from school records and defines students' rights to review their records and request a change to those records.

FERPA generally gives postsecondary students the right to review their education records, to seek to amend inaccurate information in their records, and to provide consent for the disclosure of their records. These rules apply to all education records a school keeps, including admissions records (only if the student was admitted), academic records, and any financial aid records pertaining to the student.

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 at any age.)

FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns.

FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent, such as; Disclosures to school officials, Disclosures to government agencies, Disclosures in response to subpoenas or court orders. The school must maintain documentation of the information disclosed and to whom, or what agency.

These rights include:

1. The right to inspect and review the student's education records within 45 days after Michael's Barber & Hair Stylist Academy receives a request for access. A student should submit to the Director a written request that identifies the record(s) the student wishes to inspect. The school official 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. Michael's Barber & Hair Stylist Academy is required to provide the student with copies of education records or make other arrangements to provide the student access to the records. The school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to the records.
3. 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. A student who wishes to ask Michael's Barber & Hair Stylist Academy to amend a record should follow the following procedures:

### Grade Appeal

Final grades are issued at the end of each course. A student may appeal a final grade by following the following procedure:

- The appeal must be made in writing to the director within 15 days of the end of the course.
- A grade appeal must state specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances with appropriate documentation submitted with the written appeal.
- The decision of the director is final.

### SAP Appeals

Students not meeting the Satisfactory Academic Progress standards are notified by means of a Warning Letter or Probation Letter and email from the School Director. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within ten (10) calendar days of receipt of the letter.

Appeals should be directed to the Director. If the student is appealing the unsatisfactory progress determination on the basis of mitigating circumstances, appropriate documentation should be included with the written appeal. Such documentation might include a physician's statement, accident report, or other statements. The Director will notify the student of their decision within 10 days of receiving the student's appeal. The Director's decision is final.

In cases where an appeal is accepted, that student is placed on 'Probation' status through the next evaluation period. The institution will provide the student an Academic Plan that, if followed, will ensure the student meets Satisfactory Academic Progress standards by a specified time, and can return to Academic Good Standing.

#### 4. The right to provide written consent before Michael's Barber & Hair Stylist Academy discloses personally identifiable

information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Michael's Barber & Hair Stylist Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Michael's Barber & Hair Stylist Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Michael's Barber & Hair Stylist Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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 Michael's Barber & Hair Stylist Academy.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Michael's Barber & Hair Stylist Academy will make a reasonable attempt to notify each student of these disclosures.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Michael's Barber & Hair Stylist Academy 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 students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Michael's Barber & Hair Stylist Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

**Student Records Release Form**

I, \_\_\_\_\_, consent to the release of my educational records, as specified below, to the following party(ies):

- \_\_\_\_\_ Mother [Name: \_\_\_\_\_ ]
- \_\_\_\_\_ Father [Name: \_\_\_\_\_ ]
- \_\_\_\_\_ Other Friend or Family Member [Name: \_\_\_\_\_ ]
- \_\_\_\_\_ Employer [Name: \_\_\_\_\_ ]
- \_\_\_\_\_ Institution [Name: \_\_\_\_\_ ]
- \_\_\_\_\_ State Agency [Name: \_\_\_\_\_ ]
- \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

The only type of information that is to be released under this consent is:

- \_\_\_\_\_ Transcript
- \_\_\_\_\_ Attendance Record
- \_\_\_\_\_ Satisfactory Academic Progress (including letters & academic improvement plan(s), as applicable)
- \_\_\_\_\_ Financial Records
- \_\_\_\_\_ All Records
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

The information is to be released for the following purpose:

- \_\_\_\_\_ Family communications about university experience
- \_\_\_\_\_ Employment
- \_\_\_\_\_ Admission to another educational institution
- \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

I understand that if I am a dependent minor (dependent on a parent or guardian for tax purposes as acknowledged on my Enrollment Agreement), that Michael's Barber & Hair Stylist Academy must provide my parent or guardian access to my student records whether or not they are listed on this form.

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent.

I understand I may revoke this Consent upon providing written notice to the School Director. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to the individual(s) listed above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_