BEACON COLLEGE

Family Educational Rights and Privacy Act (FERPA) Information and Release Form

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. **FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.** Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31 and 99.5):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- 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;
- When a student is a dependent under the IRS tax code;
- When the student has violated a law or the school's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; and
- When the information is needed to protect the health or safety of the student or other individuals in an emergency.

Your Student Rights under FERPA:

1. To inspect and review his/her personal education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
   - Exclusions include information about other students, parental financial records, confidential letters of recommendation with access rights waived, and notes made by and in sole possession of the maker.
2. To amend and/or correct records which are believed to be inaccurate or misleading.
3. To consent to disclosure of educational records (with exceptions) by written signature prior to release.

Schools may disclose, without consent, "directory" information, which is identified as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must inform students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Records created and maintained by Beacon College are considered to be educational records and may not be disclosed without the student's written consent except in circumstances described above. By signing this form, you are giving permission to allow Beacon College to disclose personally identifiable information to the person(s) specified. This signed release remains in effect until rescinded in writing or upon graduation.

Individual(s) To Whom Permission is Given:

Name: _____ **Name:** _____

Relationship to the Student: _____ **Relationship to the Student:** _____

I have read and understand the above FERPA policies. If I had questions, I have had the opportunity to ask and receive clarification.

_____ _____
Student Name **Student ID Number**

_____ _____
Student Signature **Date**

For Office Use Only:
Was additional information and/or clarification requested and provided? ☐ YES ☐ NO

_____ _____
Student Services Rep Date