

FERPA – NOTIFICATION OF STUDENT RIGHTS



The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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. Students to whom the rights have transferred are "eligible students."

1. The right to inspect and review the student's education records within 45 days after the day the Summit College receives a request for access. A student should submit to Student Services a written request that identifies the record(s) the student wishes to inspect. The Summit 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 Summit 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. 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 Summit College to amend a record should write the Campus President, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If Summit College decides not to amend the record as requested, Summit will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Summit discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Summit discloses education records without a student's prior written consent under the FERPA exception for disclosure to Summit officials with legitimate educational interests. A Summit official typically includes a person employed by Summit 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 Summit official also may include a volunteer or contractor outside of Summit who performs an institutional service of function for which the Summit would otherwise use its own employees and who is under the direct control of the Summit 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 Summit official in performing his or her tasks. A Summit 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 Summit. In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Complaint/Grievance Procedure located in our School Catalog.

Students with questions regarding their rights pursuant to FERPA, or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the Campus President or may call 1-800-USA-LEARN (1-800-872-5327) or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520