

CONFIDENTIALITY & ACCESS OF THE STUDENT'S RECORDS

In accordance with the Family Education Rights and Privacy Act of Students (FERPA), the student or parents of dependent minor students have the right to access and review the student's cumulative records. This may be done by written request at a time convenient for both parties. In the case of a student who lives outside of a reasonable driving distance, copies will be sent at \$.50 per page plus postage costs. If the review is done at the institution, the institution reserves the right to have a staff person present during the review. The FERPA also insures that records cannot be released without the written consent of the student, or parents or guardians in the event the student is still a dependent minor, except in the following situations:

1. To school officials who have legitimate educational interest in the records.
2. To certain officials of the US Department of Education, of the Comptroller General, and of state or local educational authorities in connection with said supported education programs.
3. Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.
4. To accrediting commission to conduct their functions- judicial order or subpoena – parents of dependent minor students – or appropriate parties in case of a health or safety emergency.

If there is inaccurate information, the student or parents of the dependent minor have the right to request to change the inaccurate information. The school has the right to deny this request. At this time the student, or parents of the dependent minor, may request an internal hearing to challenge the contents. Decisions made at the hearing are final. The school will submit information pursuant to a court ordered subpoena. However, reasonable efforts will be made to notify the student or parent of the dependent student prior to the release of information. This is true except in cases of *ex parte* which is a subpoena that would require the school to not inform the student or parents of the dependant minor. In case of a health or safety emergency, personally identifiable information may be released to appropriate parties to protect the safety of the student or other individuals.

*** Records of the school will be maintained for a minimum period of 5 years. ***

The school does not publish a student directory.

FERPA DISCLOSURE CONSENT

The following form is a disclosure consent form to be maintained in compliance with the Family Educational Rights and Privacy act of 1974.

This form must be completed whenever a student record is requested to be disclosed to someone other than the student or parents if the student is a dependent minor. Please refer to the “CONFIDENTIALITY & ACCESS OF THE STUDENT’S RECORDS” policy printed in the Student Handbook for the listing of individuals in which student consent is not required.

Student’s Name: _____ ID Number: _____

Name of Person Requesting Information: _____

Person’s Title: _____ Organization: _____

Reason for request: _____

Information to be disclosed (Initial Each Item):

_____ **Billing information** = including statements, charges, credits, payments, past due amounts, and/or collection activity

_____ **Grades/GPA** = demographic, registration, student ID number, academic progress status, and/or enrollment information

_____ **Financial Aid information** = including awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status

I hereby allow Kenneth Shuler School of Cosmetology to provide the information to the individual listed above. The information provided may only be those items initialed.

Student’s Signature: _____ Date: _____

Information was disclosed by: _____ on (date): _____

School Official Signature: _____ Date: _____