

FERPA Notification of Rights & Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of student education records. The Act defines an “eligible student” as a student who has reached 18 years of age or is attending an institution of postsecondary education. The Act defines “Parent” to mean a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. When a student becomes an eligible student (turns 18), the rights accorded to, and consent required of, parents transfer from the parents to the eligible student.

Under FERPA, parents and eligible students have the following rights:

1. The right to inspect and review the student's education records within 45 days after the day the Pima Medical Institute (PMI) receives a request for access. A parent or eligible student should submit to the Campus Director a written request that identifies the record(s) the parent/eligible student wishes to inspect. The school official will make arrangements for access and notify the parent/eligible 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 parent/eligible 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 parent/eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A parent/eligible student who wishes to ask Pima Medical Institute to amend a record should write the Campus Director, clearly identify the part of the record the parent/eligible student wants changed, and specify why it should be changed.
If PMI decides not to amend the record as requested, PMI will notify the parent/eligible student in writing of the decision and the parent/eligible student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/eligible student when notified of the right to a hearing.
3. The right to provide written consent before Pima Medical Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. PMI discloses education records without a parent/eligible student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by PMI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); 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 PMI 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 PMI.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pima Medical Institute 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

Directory Information

FERPA permits public disclosure of directory information without the parent/eligible student's consent unless the parent/eligible student has requested that directory information be withheld. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

PMI defines the following as directory information:

- student name
- PMI email address
- photograph
- campus
- field of study
- dates of attendance
- grade level
- enrollment status
- degrees
- honors & awards

PMI does not publish a student directory. A student's directory information may be released to an inquirer, unless the parent/eligible student specifically requests that directory information be withheld. FERPA does not require that directory information be released. Parents/eligible students may elect to withhold directory information by completing and signing the **Request to Withhold Directory Information** form, which places the student record in a confidentiality hold status. This form is available from the Student Services Office. The signed form along with a copy of photo identification must be taken in person, mailed, or emailed to the Student Services Office on the respective campus within 10 days of the first day of class. A request to withhold directory information is in effect permanently, even if the student is no longer enrolled at PMI.

A request to withhold directory information results in the following:

1. Student name and program information will be excluded from all printed public documents and other similar printed material, such as commencement programs;
2. Enrollment and degree-awarded inquiries from third parties, including potential employers and insurance companies, will neither receive a confirmation of enrollment nor graduation; and
3. No information will be released to any person(s) on the telephone or via email.

A parent's/eligible student's request for withhold of directory information does not permit the student to be anonymous in the classroom (including an online classroom) nor to impede or be excluded from classroom communication. The directory information withhold can be removed if the parent/eligible student submits a written request for removal.

Release of Non-directory Information

Parents/eligible students may provide consent to release non-directory information (financial and academic records) to designated third parties by completing the **FERPA Release Consent** form in the student portal. The release remains in effect until the consent is revoked in writing and the revocation is delivered to PMI.

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.