Family Educational Rights and Privacy Act Notification

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Students have the right to:

1. Inspect and review their individual school records within 45 days of the written request. Students should contact the education office to determine the location of appropriate records and the procedure for reviewing such records.
   - A student should submit a written request that identifies the record(s) the student wishes to inspect. Request for finance records go to the Student Finance office, and requests for other records to the Registrar’s office. A Platt College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. Request records the student believes to be inaccurate or misleading and request an amendment to the record. The student’s request should be submitted in writing to the Platt College official/office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing regarding the requested record change and denial.
   - A student who wishes to ask Platt College to amend a finance record should write the Student Finance office, or for all other records, write the Registrar’s office, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   - If Platt College decides not to amend the record as requested, Platt College 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. Consent to disclosures of personally identifiable information contained in the student’s education records. Students must provide a signed, dated and written request allowing Platt College to disclose the information. Students must state the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made. NOTE: FERPA does authorize Platt College to disclose student personal identifiable information without consent to other school officials, any contractor or consultant contracting with Platt College, representatives of the Secretary, the state, an organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.
   - A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school had contracted (such as an auditor, attorney or collection agency); a person serving on the Board of Trustees, a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A school official has a legitimate
educational interest, if he/she must review the education record in order to fulfill his/her official responsibilities.

4. Upon request from the student or institution, Platt College may disclose education records without the student’s consent to officials of another school in which the student seeks or intends to enroll.

5. File a complaint with the U.S. Department of Education concerning alleged failures by Platt College 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 40202-4605.

6. Notify Platt College’s Education Office in writing if the student wishes to withhold his or her information from the “Directory” information. The school may release information without the student’s consent where the information is classified as “Directory Information.” The following categories of information have been designated by Platt College as directory information:
   - Name
   - Address
   - Telephone listing
   - E-mail address
   - Photographs
   - Major field of study

Students who do not want such information released without their consent should notify the Education office.

For additional information or to review the complete text of the Platt College FERPA policy, refer to the Platt College Campus Security and the Platt College Financial Aid websites.