

STUDENT ACCESS TO RECORDS / RIGHT OF PRIVACY STATEMENT

Links:

www.2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

GENERAL GUIDE Family Educational Rights and Privacy Act (FERPA)

www.2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

FERPA GENERAL GUIDANCE FOR STUDENTS

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Mims Classic Beauty College has adopted the following policies and/or procedures. This policy is a Federal law that protects the privacy of student education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law, and explains certain procedures for Mims Classic Beauty College's full compliance with the law.

1. Requests for access must be upon written request to the School Director.
2. Requests for access will be honored during normal business hours.
3. Access will be honored as time permits, but without unreasonable delay; unless a specific time is requested by the student.
4. Files may only be reviewed in the school office in the presence of the School Director.
5. Requests for copies of any student record or document will be provided, as time permits, but without unreasonable delay.

Any information from the file of any current student will not be released to any individual business or agency, without the written consent of said student. Student must consent to each third party request.

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."

Parents or eligible students have the right to request in writing that a school correct records which they believe to be inaccurate or misleading. The school will respond within a reasonable amount of time upon receiving the request. If the school decides not to amend the record, the parent or eligible student then has the right to a hearing. The hearing will be held within a reasonable time frame. School Director will notify the student in advance of the date, time and place. The School Director will respond in writing upon making a decision based on the evidence presented at the hearing. If complaint is supported, the School Director will amend the education record and inform the student or parent. If the school still decides not to amend the education record, the

parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

If a parent or an eligible student believes that the school has failed to comply to his or her request for an amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

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