

## **Family Educational Rights and Privacy Act (FERPA)**

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. Under FERPA, educational records are defined as all records, files, documents, and other materials containing information directly related to a student; and maintained by the educational institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. It grants students the right to access their own educational records as well as limiting, for privacy reasons, the release of those same records to anyone other than the student and/or the student's designee. FERPA applies to all current and former students of the Institute.

### **Student Rights under FERPA**

Under FERPA, schools must afford students who are 18 years or over, or attending a postsecondary institution:

- Access to their education records.
- Disclosure of educational records with consent  
Northwestern Technological Institute will not release a student's information to any individuals without written permission from the student or requirement to disclose information under state or federal laws. Exceptions may include: compliance with a court order or when a parent or legal guardian of any student under 18 years of age requests to review the dependent's records
- An opportunity to seek to have their records amended due to inaccurate or misleading information
- The institution will comply with the student's request for information within 45 days of filing
- The right to file a complaint against the school for direct violation of FERPA regulations

### **Student Limitations of Access**

Students are not permitted to inspect or gain access to parental financial records and or information.

### **Disclosure of Educational Records**

Northwestern Technological Institute must have written permission from the student in order to release any information for the student's educational record, however, FERPA does allow Northwestern Technological Institute to disclose those records, without consent, to the following parties or under the following conditions:

- Person employed by the school in an administrative, supervisory, academic, research or support staff capacity
- Person employed by or under contract to the school to perform a special task such as an attorney or auditor
- Other schools to which a student is transferring (with a signed transcript request form from the student)

- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- To comply with judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

### **Additional Disclosure of Educational Records**

A student must provide a signed and dated written consent before an education agency or school may disclose personally identifiable information from the student's educational records. The written consent must state the purpose of the disclosure; specify the records that may be disclosed; identify the party or class of parties to whom the disclosure may be made. If consent is made electronically, the consent form must identify and authenticate a particular person as the source of the electronic consent; and indicate that person's approval of the information contained in the electronic consent.