



Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the 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 student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University 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) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a 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 the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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 20202-5901*



FERPA Release Form

Initially known as The Education Amendments signed into federal law by President Gerald R. Ford on August 21, 1974, but commonly referred to as the "Buckley Amendment" in honor of its prime sponsor, Senator James Buckley of New York, the Family Educational Rights and Privacy Act, as amended, is the foundation of students' privacy rights and confidentiality of student records. According to this federal law, once a student reaches the age of 18 or is enrolled in a post-secondary institution, his or her parents no longer have rights to student information **unless the student provides written consent**. FERPA applies to "any public or private agency or institution which is the recipient of funds under any applicable program of the U.S. Department of Education", and being included in this definition, Project GRAD Atlanta strives to maintain strict compliance with its regulations.

This release form allows those designated parties access to your records. For verification purposes, anyone listed on this form will be asked- whether in person or by telephone- any combination of your name, address, date of birth, Social Security Number. Anyone listed on this form that is able to verify such information will be allowed access to your records from Project GRAD Atlanta.

I, (print name) _____, hereby grant my consent for the following to have access to my records at Project GRAD Atlanta:

Name: _____ Relation: _____
Record Type: ___Academic ___Personal ___Health ___Financial ___All

Name: _____ Relation: _____
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Name: _____ Relation: _____
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My Social Security Number is _____.

Signed: _____ Date: _____

For more information on FERPA, visit the U.S. Department of Education's Family Policy Compliance Office website at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

This form must be completed and submitted to:

Project GRAD Atlanta
Scholar Support Division
260 Peachtree Street
Suite 402
Atlanta, Georgia 30303
Fax: 404-523-9603

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