



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 after the day Perry Technical Institute receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should submit a letter to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Perry Technical Institute decides not to amend the record as requested, Perry Technical Institute 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 school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Perry Technical Institute 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 school in an administrative, supervisory, academic, or support staff position; a person serving on the Board of Trustees; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent) who is under the direct control of Perry Technical Institute with respect to the use and maintenance of PII from education records. 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 school.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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



Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Perry Technical Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Perry Technical Institute may disclose appropriately designated "directory information" without written consent, unless you have advised Perry Technical Institute to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Perry Technical Institute to include this type of information from your education records in certain school publications. Examples include:

- Honor roll or other recognition lists;
- Graduation programs;
- School website and social media;
- School newsletter

If you do not want Perry Technical Institute to disclose directory information from your education records without your prior written consent, you must notify the school in writing while in attendance at the institution. Perry Technical Institute has designated the following information as directory information:

- Student's name
- Degrees, honors, and awards received
- Program of study
- Dates of enrollment
- Institutional e-mail address
- Photograph
- Student ID number

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.