

FERPA FORM

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives post-secondary students certain protections with regard to their education and finance records. Academic and financial records include but are not limited to attendance, financial aid, school account information, tax information report cards, transcripts, disciplinary records, contact and family information, class schedules, charges, payments and account balances. In general, schools may disclose, without consent, "directory information" to qualified individuals and/or organizations without prior consent of the student. "Directory information" is defined as a student's name, photograph, address, telephone number, date and place of birth, major field of study, grade level, and participation in officially recognized activities and sports, electronic mail address, degrees, honors and awards received, and dates of attendance. However, schools must tell students about directory information and allow them a reasonable amount of time to request that the school not give out directory information about them. To opt-out, students must complete the Directory Opt Out form and submit it to the Registrar's Office no later than Friday, Week 2 of the semester in which they are enrolled.

FERPA-protected records are accessible only by those individuals to whom the student grants permission. Students may grant permission to access FERPA-protected records to individuals such as a parent, relative, spouse/partner etc. by indicating the individual(s) name(s) and relationship to the student in the designated area below. FERPA regulations allow NYFA to discuss information contained in and pertaining to academic records with eligible parents of dependent students without the prior consent of the student.

Students may give Designated Officials at New York Film Academy (NYFA) permission to speak freely regarding their academic records, progress, attendance, financial aid, student account, tax information, etc. to a parent, guardian, or anyone else, by listing their names and relationship below. FERPA also gives students the right to inspect, review and request the amendment to the student's education records. See the back of this form for further information and instructions.

Permission to Discuss Education Records with Others(Check One)

I hereby give permission to Designated Officials at NYFA to discuss any particulars regarding my grades, attendance, or anything else relating to my enrollment at NYFA to the following individuals (example Parents/Guardians, Spouses/Partners):

1. Name: _____ Relationship: _____

2. Name: _____ Relationship: _____

I understand the above named individual(s) will serve as point(s) of contact in the event of an emergency.

I understand that, should I be deemed a risk to others or myself, New York Film Academy reserves the right to use contact information previously gathered during the Admissions and/or Registration processes to alert others on my behalf.

Student's Name (please print): _____

Student's Signature: _____ **Date:** _____

Notification of Student 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 that New York Film Academy 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 designated 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 New York Film Academy to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If New York Film Academy decides not to amend the record as requested, the student will be notified in writing of the decision as well as 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 request, in writing, New York Film Academy not disclose personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. New York Film Academy 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 New York Film Academy 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 New York Film Academy has contracted as its agent to provide a service instead of using New York Film Academy 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 school.
- 4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by New York Film Academy 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