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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under FERPA students' records may not be released to anyone without the student's permission. FERPA also prohibits the releasing the information to the parents regarding any student's academic record unless waived on the enrollment agreement. The student can change his or her mind at any time by informing SFFS.

General Exceptions to FERPA

SFFS may at certain circumstances release information to a third party without consent.

Records may be released, by the school, to auditors for annual audit purposes. Accreditation agencies, state and federal oversight agencies such as the Veterans Administration, State Licensing Board and other agencies that may legitimately request insight into the school's operations. Unless the student has authorized the contrary, the school must keep a record of such access by third parties.

Records may be released to the banks or other lenders having provided loans for payment of tuition or living expenses. Unless the student authorizes the contrary, the school must keep a record of such access by lenders. Records may be released to school officials having a legitimate educational interest in such records. Records regarding student conduct, suspension or termination may be released to parents, guardians or other concerned parties.

Directory Information Exceptions to FERPA

Directory type information can be released without permission from the student provided the school informs the student the types of information considered

“directory type” information. The student is then given the opportunity to decline allowing any directory type of information from being released in part or in whole.

The following type of information is considered to be directory type information and will be released unless you request otherwise in writing: name, address, telephone number, date and place of birth, honors, awards, and grade levels for placement purposes, dates of attendance, graduation, and placement.

If you want to have SFFS withhold any or all of this information you can fill in a FERPA

statement at any time.