

Notification of Rights under FERPA for New York Institute of Massage

The Family Education Rights and Privacy Act (FERPA) was designed to protect the privacy of student education records, and 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 date NYIM receives a request for access.** Students should submit to the Education Director written requests that identify the record(s) they wish to inspect. The Education Director 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 is inaccurate.** Students may ask NYIM to amend a record that they believe is inaccurate. They should write the department official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If NYIM decides not to amend the record as requested by the student, NYIM will notify the student of the decision and advise the student of his or her 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 consent to, or withhold, disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** A school may disclose personally identifiable information without consent to the following parties: U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education, State and Local Officials, Authorized organizations conducting educational research, accrediting agencies, alleged victim of a crime, parent of a dependent student as defined by the IRS, parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse, and school officials with legitimate educational interests. A school official is a person employed by NYIM 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 NYIM has contracted (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 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 fulfil his or her professional responsibility.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by NYIM to comply with 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 Ave, SW, Washington, DC 20202-5901
Phone 202-260-3887; email ferpa@ed.gov, web www.ed.gov/offices/OM/fpco

School Responsibilities:

1. Publish an annual notice describing the students' rights as listed above.
2. Must specify which school officials with legitimate education interest have access to student education records without student consent.
3. Provide notification of designated directory information-name, address, major, etc.
4. Student has the right to refuse to the release of directory information without their written consent.
5. Maintain a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from the student unless the request was from the; Student school official with legitimate educational interest, directory information only party seeking records due to law enforcement subpoena and criteria that subpoena not be disclosed.