

UNIVERSIDAD ANA G. MÉNDEZ

**Office of the Registrar**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Student records at the Universidad Ana G. Méndez are governed by the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student”, and all rights formerly given to parents under FERPA transfer to the student.

The following is a description of the rights of students and their parents under FERPA:

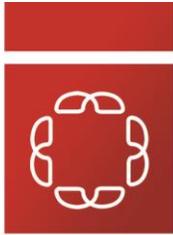
- Extends to eligible students and former students of the University the "right to inspect and review" their educational records. Educational records do not include notes and records held privately by faculty and other academic staff.
- Prohibits the University from releasing personal identifiable student educational records or files, or personal information contained in those files, without the student's written consent, except in specified situations. The University has established procedures for granting a student's request for access to his/her records within a reasonable time (no more than 45 days).

### **REQUESTING ACCESS TO YOUR EDUCATIONAL RECORDS**

Under FERPA, the University must provide an eligible student with an opportunity to inspect and review his/her education records within 45 days following its receipt of a request. Eligible student must present a valid state issued identification with photo, complete the formal written request, and submit it to the Registrar Office. The Registrar Office is responsible for locating the educational records to which access has been requested and notifying within the next 10 days, the availability of the files for inspection. There may be times when your record cannot be copied; doing so may compromise the privacy of another student or faculty member. The registrar's office determines whether it is appropriate to copy a record.

The University may deny access to the following records:

- Parent's financial statements.



UNIVERSIDAD ANA G. MÉNDEZ

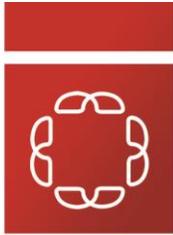
### Office of the Registrar

- Letters of recommendation if you have waived your right of access.
- Records filed before January 1, 1975.
- Records connected with denied applications to attend the Universidad Ana G. Méndez.
- Records not included in the FERPA definition of educational records.

### DISCLOSURE OF INFORMATION

The University may not generally disclose personally identifiable information from an eligible student's education records to a third party unless student has provided written consent. However, the University is permitted to disclose personally identifiable information from a student's educational records under the following exceptions

- To school officials with a legitimate educational interest in the records. A school official is defined as someone employed by the Universidad Ana G. Méndez in an administrative, supervisory, academic, research or support staff position; or a person employed by or under contract to the University to perform a special task, such as an attorney, auditor or collection agency. The University may forward educational records to other educational institutions when a student seeks to enroll or is enroll.
- A school official has a legitimate educational interest if that official is performing a task that is specify in his/her position description (or by a contract agreement) or is relate to a student's education or to the discipline of a student. The official may also be providing a service or benefit to the student or student's family, such as health care, counseling, job placement or financial aid.
- To officials of another school in which a student seeks enrollment.
- To officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported education programs.
- In connection with a student's request for financial aid (to determine the student's eligibility or the amount/conditions of aid, or to enforce terms or conditions of the aid).

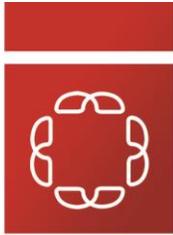


UNIVERSIDAD ANA G. MÉNDEZ

### Office of the Registrar

- If disclosure is, require by a state law adopted before FERPA (November 19, 1974), which therefore supersedes FERPA.
- To accrediting organizations to carry out their functions.
- To parents who claim the student as a dependent for income tax purposes.
- To a parent, partner or individual holding Power of Attorney that authorizes access to education records.
- To comply with a judicial order or lawfully issued subpoena. The University makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records including your Social Security Number and grades. Other private information may be access without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administer by an education agency or institution. Second, Federal and State.

Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems; State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records. Also, they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment



UNIVERSIDAD ANA G. MÉNDEZ

## Office of the Registrar

insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **REQUESTING AN AMENDMENT TO YOUR RECORDS**

You have the right to request an amendment to your records if you believe they are inaccurate, misleading or in violation of your privacy rights.

Submit a signed, formally written request to the Registrar Office. The written request should identify the portion of the record you want amended and reasons why you believe the record is inaccurate, misleading or in violation of your privacy or other rights. If your request is deny, the University will notify you of your right to a hearing to challenge the decision.

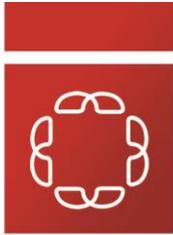
The University schedules a hearing and notifies you of the date, place and time.

You have the full and fair opportunity to present evidence relevant to issues raised in the original amendment request. You may be assist by one or more individuals, including an attorney.

The University prepares a written decision that includes a summary of the evidence presented and reasons for the decision.

If the University decides the information in the record cannot be change, you are notify that you can place a statement in your record to set forth your reasons for disagreement with the decision.

If the University decides that the information is inaccurate, misleading or in violation of your right of privacy, the University will amend the record and notify you, in writing, of such action.



UNIVERSIDAD ANA G. MÉNDEZ

**Office of the Registrar**

**FERPA VIOLATIONS**

If you believe, your FERPA rights have been violated, you may file a written complaint with the Family Educational Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

**Registrar Office**

**(407) 563-6501, exts: 1843, 1860, 1832**