

GOLDEN STATE COLLEGE OF COURT REPORTING & CAPTIONING

POLICY: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within 45 days of the day Golden State College of Court Reporting & Captioning (GSC) receives a request for access.
2. The right to request the amendment of student's record(s) that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before GSC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the Family Policy Compliance Office concerning alleged failures by GSC to comply with the requirements of the FERPA Act.

GSC discloses education records without a student's prior written consent under the following FERPA exceptions:

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

GSC may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, GSC will inform parents and /or eligible students about directory information and allow parents and /or eligible students a reasonable amount of time to request that the school not disclose directory information about them.

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PROCEDURE TO REQUEST ACCESS TO YOUR EDUCATION RECORDS:

If you wish to request access to your education records, you must submit a written request to the Director. The written request must include the date of submission and your name. You will be notified when a date is scheduled for you to review and inspect your education records. The date will be scheduled within 45 days from the date of the submission of your request. There is a fee of \$8.00 if you require a copy of your records.

PROCEDURE FOR REQUESTING AMENDMENT OF RECORDS:

If a student believes the education records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask GSC, in writing, to amend the record. GSC will make a decision within 45 days on whether to amend the record and inform the student of the decision. If GSC decides not to amend the record, the student may submit a written request for a hearing on the decision.

Upon receiving a written request, GSC will schedule a hearing and provide reasonably advanced notification to the student of the date, time, and place of the hearing. Within a reasonable time after the hearing, GSC will make its decision in writing, including a summary of the evidence and the reasons for the decision.

If the decision to amend the records is denied, the student may submit a written statement explaining why they think the records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy for placement in their records. GSC will provide the student's statement with the records at all times.

TO FILE A COMPLAINT WITH THE FAMILY POLICY COMPLIANCE OFFICE:

To file a complaint, follow the requirements under Title 34, Part 99, Sections 99.63 and 99.64 of the Code of Federal Regulations and submit to:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue SW

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Washington, DC 20202-4605