

Family Educational Rights and Privacy Act Notification

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review their records. Students should contact the education office to determine the location of appropriate records and the procedure for reviewing such records.
2. The right to request that records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the Dorsey Schools official/office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, Dorsey Schools must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate educational interest in the record, representatives of the Secretary, the state, an organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.

A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school had contracted (such as an auditor, attorney or collection agency); a person serving on the Board of Trustees, a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest, if he/she must review the education record in order to fulfill his/her official responsibilities.

4. Upon request, Dorsey Schools will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dorsey Schools 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 40202-4605.
6. The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by Dorsey Schools as directory information: name, address, telephone listing, e-mail address, photographs and major field of study. Students who do not want such information released without their consent should notify the Education office.

For additional information or to review the complete text of the Dorsey Schools FERPA policy, refer to the School Catalog and the Dorsey Schools Financial Aid web page.