

FERPA

The Family Educational Rights & Privacy Act (FERPA) is a 1974 federal law designed to protect the privacy of students in any post secondary academic environment. In very general terms, FERPA gives adult students the rights to:

1. Control the disclosure of their "educational records" to others; and
2. Inspect and review their own "education records"

Unlike at the primary and secondary school level, these rights belong to the student, and not to the student's parents or legal guardians, regardless of the student's age. The term "education records" includes almost all information we maintain about our students including course schedules, grade reports, tuition bill, students financial aid and scholarships, academic information, and disciplinary records. Medical information is protected by federal and state law and cannot be obtained without the student's express written consent.

How Can I access my student's education records?

There are three ways to access your student's FERPA protected records.

1. Have your student provide the records to you directly.
2. Provide the Willoughby Eastlake School of Practical Nursing proof that your student is claimed as a dependent for federal tax purposes by providing the first page of your IRS tax return for the current year showing your student is claimed as a dependent along with Part B of the FERPA Release Form **signed by you**.
3. Have your student provide the Willoughby Eastlake School of Practical Nursing written consent to release the records to you by completing Part A of the FERPA Release Form and filing it with the main office.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's educational records. FERPA gives parents certain rights with respect to their children's education of records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Eligible students have the right to inspect and review all of the student's educational records maintained by the school. Schools must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained court order or subpoena
- Persons who need to know in case of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to state law

Willoughby Eastlake School of Practical Nursing
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RELEASE

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent; however, it also gives the student's parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

Instructions: STUDENTS COMPLETE PART A OR PARENT(S) COMPLETE PART B. Return the completed form to the main office as soon as possible.

PART A - TO BE COMPLETED BY THE STUDENT	09-07	
If you want to authorize Willoughby Eastlake School of Practical Nursing to disclose information to the person(s) named below, please complete Part A, sign and return this form to the main office.		
STUDENT DISCLOSURE AND RELEASE OF INFORMATION		
I understand that any and all personally identifiable information concerning my financial and academic records is protected under FERPA. I further understand that I may waive that protection and give access of my records to individuals of my choice. This release allows the individual(s) named below to access information only from records maintained by Willoughby Eastlake School of Practical Nursing.		
I agree to waive my right under FERPA and allow the person(s) named below to receive access to my financial and academic records.		
NAME (First, Middle Initial, & Last Name) Please Print	RELATIONSHIP TO STUDENT	
_____	_____	
_____	_____	
I acknowledge that this release is valid as long as I am a student at Willoughby Eastlake School of Practical Nursing. By signing this release, I authorize Willoughby Eastlake School of Practical Nursing to release any and all financial and academic information to the person(s) listed above. I understand that I can revoke this release at any time by notifying the main office		
_____	_____	_____
Student Signature	Student Name - Please Print	Date

OR

PART B - TO BE COMPLETED BY THE PARENT(S)/GUARDIAN(S)	09-07
In lieu of a student's signed release, complete Part B of this form and attach a signed copy of your [parent(s)/guardian(s)] Federal Income Tax Return to certify that the student is our dependent according to Section 152 of the Internal Revenue Code. Part B is valid for only the current academic year. Since IRS dependency can change annually, you must submit copies of your Federal Income Tax Return each year along with this form to continue access to your student's records.	
In order to gain access to my son/daughter's financial and/pr academic records, I certify that I am the parent(s)/guardian(s) of	
(please print) _____ and that he/she is dependent according to Section 152 of the internal Revenue Code.	
_____	_____
Parent/Guradian Signature	Parent/Guradian Name - Please Print
_____	_____
Date	Parent/Guardian Address: _____
_____	_____