

Summit Academy OIC Annual Notification of Rights under the Federal Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Education records are records directly related to a student which are maintained by Summit Academy OIC. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Summit Academy OIC ("School" or "SAOIC") receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, the Registrar shall advise the student of the correct official to whom the request should be addressed.

There are some limitations on the rights of students to inspect records. Students shall have no right of inspection or review of: (a) Financial information submitted by their parents; (b) confidential letters and/or recommendations associated with admissions, employment, or job placement or the receipt of an honor or honorary recognition if the student has waived his/her right to inspect confidential letters and/or recommendations; and (c) education records containing information about more than one student, in which case the student will be provided access only to that part of the record pertaining to the inquiring student.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Summit Academy OIC to amend a record should write to Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Summit Academy OIC decides not to amend the record as requested, SAOIC will notify the student in writing of the decision and the student's 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 provide written consent before Summit Academy OIC discloses personally identifiable information (PII) 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 U.S. Department of Education concerning alleged failures by Summit Academy OIC 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 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within SAOIC whom the school has determined to have legitimate educational interests. A school official includes any person employed by SAOIC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SAOIC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information." SAOIC considers the following student information to be directory information: name; birth date; local and permanent mailing addresses; telephone numbers; electronic mail address; dates of attendance; enrollment status; class year; major field of study; awards, honors; degree(s) conferred; student ID number.

Students have the right to restrict disclosure of directory information. Students who do not want directory information to be disclosed by SAOIC should fill out the Request to Withhold Disclosure of Directory Information Form available with the Registrar and submit the completed form to the Registrar.

- With regard to educational records relating to an alleged crime of violence or a non-forcible sex offense, information regarding the final results of the disciplinary proceeding may be disclosed to the alleged victim regardless of the finding. Information regarding the final results of the disciplinary proceeding may be disclosed to the general public only in the event the University determines the alleged perpetrator committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Where student authorization is required prior to disclosure of an educational record, SAOIC will obtain written consent from students before disclosure. The written consent for disclosure will: (a) specify the records to be released; (b) state the purpose of their disclosure; (c) identify the party or class of parties to whom disclosures may be made; and (d) be signed and dated by the