Annual Notification of Rights under FERPA
For SATC Students

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

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, administrator, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(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 the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the College decides not to amend the record as requested, the College 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 the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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 20202-5901

In addition, the below is the College directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Information in a student's file may be released only under specific conditions. As a current or former student of Salina Tech, students have complete access to their records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsection. 513, 88 Stat. 571; 29 U.S.C. 1232q). Students may view them upon request at the Student Services Office. If the student feels the records contain an error, an appeal may be written to the Registrar. Certain "directory" information is considered public record. Unless specified in writing by the student, Salina Tech may release to anyone requesting such information the following directory information about the student:

- Name
- Mailing address
- Date of birth
- Enrollment status (full-time or part-time)
- Degrees, certificates, awards; and dates awarded
- Awards and academic recognition received
- Most recently attended previous educational institution
- Participation in official college activities
- Dates of attendance at SATC (beginning and ending dates only)
- Photographs taken by the college
- Major of study or department

Students who do not want information released as directory information should contact the Student Services
Office at 785-309-3100.

The College will not release any other information or records of a student to another party, except as explained below, without the written consent of the student. Such consent shall include the specific information or records to be released, the purpose(s) of such release, the party or parties to whom the information or records is/are to be released, the date of the request, and the student's signature. "Personally identifiable" information includes:

- Student's parent(s)
- Other family members
- Address of the student's parent(s)
- Personal identifiers such as social security, date of birth, or student numbers
- Personal characteristics

The College may disclose personally identifiable information without the consent of the student to College officials within the institution determined to have legitimate educational interests; to authorities to comply with judicial order or subpoena, provided the College makes a reasonable effort to notify the student in advance of compliance, except that the College will not disclose to any person any information about a grand jury subpoena or a subpoena issued for a law enforcement purpose; and when required by law or government regulation.

The College may disclose personally identifiable information without the consent of the student to certain officials of the U.S. Department of Education, the Kansas Board of Regents, the Comptroller General and state and local educational authorities in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirement which relate to those programs.

The College may disclose personally identifiable information from the education records of a student without a student's consent to financial aid personnel in conjunction with an application for financial assistance for purposes of determining the student's eligibility for financial aid; the amount of financial aid; the conditions that will be imposed; or to enforce the terms or conditions of financial aid.

The College, at its discretion, will release personally identifiable information in the event of an emergency if, in the considered opinion of a college official, disclosure of the information is necessary to protect the health or safety of the student or other individual(s).

The College may disclose personally identifiable information without the consent of the student to governmental agencies or organizations acting on behalf of governmental agencies, which have a legitimate purpose for such information in the conduct of research, to administer student aid programs, to improve instruction, or to carry out accreditation functions.

The Registrar shall maintain documentation of requests and disclosures of personally identifiable information from within a student's education records. The documentation shall include the name(s) of the person(s) making the request, whether the request was granted or denied, the names of the additional parties to whom the receiving may disclose the information on behalf of the institution and their legitimate interests in the information. Records of requests for information will not be maintained for requests made by the student, requests for which the student has given written consent, requests made by College officials with legitimate educational interests, or requests for directory information.

The College must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended. If it is learned by the college that a third party outside the College permits access to personally identifiable information, the College shall

not permit access to information from education records to that third party for a period of not less than five years. College students wishing to restrict disclosure of any of the above information should make such a request through the Registrar.

Salina Tech will not release any other information or records of a student, except as provided in Salina Tech policy, without the written consent of the student.

STUDENT/PARENTS REVIEW OF RECORDS

A student has the right and shall be accorded the opportunity to inspect, review, and/or receive copies of his or her educational records upon written request to the Registrar. The rights under FERPA transfer from the parents/guardians to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a College may disclose information from an "eligible student's education records to the parent/guardian of the student, without the student's consent, if the student is a dependent for tax purposes." Neither the age of the student nor the parent's/guardian's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision. Documentation of dependent status will be required.

The College will comply with the request within a reasonable period of time, but in no case more than 45 days after the request has been made. The Registrar will make a record of the documents, which were copied. The review of a student's records by the student/parent shall be conducted in a private setting with a College official present. A student who is financially indebted to the College will not be allowed to receive a copy of his or her transcript, nor will a person or agency request be honored as long as the debt remains; however, the student will be permitted to review the transcript in accordance with the provisions of this policy. Transcript request(s) may also be denied in connection with disciplinary action.