



The Florida School
of
Traditional Midwifery

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Notification to Students of FERPA Rights

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 University receives a request for access.** A student should email the Administrative Assistant or Academic department with a request of specific records to review. FSTM will make the requested records available within the time frame.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the School to amend a record should write the School official responsible for the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School 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 School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA authorizes disclosure without consent in several situations, including but not limited to the following:

A) The School may disclose education records without a student's prior written consent to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisor, academic or research, or support staff position; a person or entity with whom the School has contracted as its agent to provide a service, such as clinic preceptors; a person serving on the Board of Directors; 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 in order to fulfill his or her professional responsibilities for the School.

B) Upon request, the School may disclose education records without consent to an official of another school in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

C) Directory information may be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available in the Office of the School Registrar.

4. **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School of Florida to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Privacy under FERPA

Release of student record information is generally not permitted at FSTM without the express, written consent of the student. There are, however, some important exceptions:

Directory Information. The following information has been defined by the School as directory information: student's name, class and college, local and permanent address, listed telephone number, email address, enrollment status, most recent previous educational institution attended, dates of attendance at the School, major, degree earned, nature and place of employment at the School, honors and awards received, publication titles, participation in officially recognized or registered activities and sports and weight and height of members of athletic teams.

Under FERPA, the School may release directory information without your prior consent, unless you (the student) tell the School not to release this information, by placing what is known as a privacy hold. In order to place a privacy hold, you must complete a Request for Nondisclosure of Directory Information, which is available from the Office.

Two important details regarding placing a privacy hold on your record:

- The School may receive inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. A privacy hold will preclude the release of such information, even to those people.
- A privacy hold applies to all elements of directory information in your student record. The Office of the School Registrar does not apply the privacy hold differentially to the various directory information data elements. A request for a privacy hold will result in all data elements being withheld. Changes made by the online student directory will not be reflected on your academic record.

FERPA requires institutions to provide students with annual notification of these rights. FSTM's annual notification appears in the student handbook, which is published on line. Students who suspect that a FERPA violation has occurred should contact the Academic Director, or the [Family Policy Compliance Office](#) within the U.S. Department of Education.

An **Education Record** is any record directly related to a student that is maintained by our institution or by a third party acting for us, such as a financial aid lender.

Examples of an education record include, but are not limited to

- Biographical information including date and place of birth, gender, nationality, information about race and ethnicity, and identification photographs
- Grades, test scores, evaluations, courses taken, academic specialization and activities, and official communications regarding your status
- Coursework including papers and exams, class schedules, as well as written email or recorded communications that are part of the academic process
- Disciplinary records
- Financial aid and financial aid records
- Clinic student records

Education records **do not** include:

- Sole possession records that are used only as memory aids and not shared with others
- Law enforcement records
- Employment records
- Medical records
- Records that only contain information about an individual after he or she is no longer a student at that agency or institution

Personally identifiable information is any information — directory and non-directory information — easily traced to the student, and may include name, name of parents or family members, address, social security number, a list of personal characteristics or any other information that clearly distinguishes the student's identity.

Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. While FERPA and state law protect the privacy of educational records, directory information is not treated as confidential and may be disclosed by the university without student consent unless the student requests a privacy hold. At FSTM, the following has been designated as directory information:

- Student name
- Class
- Local and permanent addresses
- Telephone number(s)
- Email address
- Enrollment status
- Most recent previous educational institution attended
- Dates of attendance at FSTM
- Diploma earned
- Honors and awards received
- Participation in officially recognized or registered activities

Non-directory information refers to information that generally cannot be released without the student's consent. This includes:

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| ▪ Birth date | ▪ GPA (grade point average) |
| ▪ Religion | ▪ Marital status |
| ▪ Citizenship | ▪ Social security number |
| ▪ Disciplinary status | ▪ Grades/exam scores |
| ▪ Ethnicity | ▪ Standardized test scores |
| ▪ Gender | ▪ Actual number of hours enrolled |