



A Quick Review of the Family Educational Rights and Privacy Act (FERPA) at YCP

FERPA is a federal law that protects the privacy of student education records.

Rights of the educational record transfer from parents/family to the student when they reach the age of 18 or attends a school beyond the high school level.

Eligible students have:

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

*The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

*The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

*One exception that permits disclosure without consent is 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 security personnel and health staff);

-a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent);

-a person serving on the Board of Trustees;

-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 records in order to fulfill their professional responsibility.

Any other access or use of student information is strongly prohibited and falls outside of the prescribed use of YCP.

If a student wishes to waive their FERPA rights thereby allowing School Officials at the College to discuss their educational records with others, a FERPA release form must be signed and kept on file in the Records Office. Students may get the form from the Records Office.