



## **NOTIFICATION OF RIGHTS UNDER FERPA AND NOTICE FOR DIRECTORY INFORMATION**

### **Notification of Rights Under FERPA**

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 Episcopal Divinity School (hereinafter referred to as EDS) 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 EDS, the registrar 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 are inaccurate, misleading, or otherwise in violation of the student's privacy right under FERPA. A student who wishes to ask EDS to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If EDS decides not to amend the record as requested, the registrar at EDS 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 EDS discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. EDS 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 EDS in an administrative, supervisory, academic or research, or support staff position; a person or company with whom EDS has contracted as its agent to provide a service instead of using EDS' employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a

seminarian or student serving on an official committee or assisting another school official in performing her or his tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibilities for EDS. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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