



Pennsylvania Academy
of the Fine Arts

Access to Student Records (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a set of standards governing the protection of students' privacy. Accordingly, PAFA notifies students of their rights of access, review and challenge to their own educational records. PAFA must have written consent from a student to release any identifiable information from an educational record other than for specified exceptions (such as PAFA designated directory information).

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. The following information has been designated as directory information at PAFA:

- Student name
- Student address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Class status (e.g. first year, second year)
- Participation in officially recognized activities
- Dates of attendance
- Enrollment status (including hours enrolled)
- Degrees and awards received
- Most recent previous school attended

Students are permitted to refuse to let PAFA designate any or all of these types of information as directory information. If you wish to do so, you must send written notice to the Registrar's Office no later than October 1st.

Federal law permits exceptions to sharing information, which includes but is not limited to the following examples. PAFA is allowed to share the results of any judicial/disciplinary findings involving alcohol or drugs, regardless of a student's financial dependency or PAFA's receipt of a signed release giving PAFA permission to share protected information. Federal law also permits PAFA to alter its policy to allow communication with parents in cases where the student is a dependent for tax purposes.

FERPA Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with regard to their educational records. They are the right to:

- **Inspect and review the student's education records.**

A student has the right to inspect and review his or her education records within 45 days of the day that PAFA receives a request for access.

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

- **Seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.**

A student who wishes to ask PAFA to amend a record should write the PAFA official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If PAFA decides not to amend the record as requested, PAFA 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.

- **Consent to disclosures of personally identifiable information contained in the student's education records.**

Students have the right to provide written consent before PAFA discloses personally identifiable information contained in their students records, except to the extent FERPA authorizes disclosure without consent.

For example, PAFA 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 PAFA in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit – Security personnel and health staff); a person or company with whom PAFA has contracted as its agent to provide a service instead of using PAFA 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 in order to fulfill his or her professional responsibilities for PAFA.

- **File with the Department of Education a complaint concerning alleged failures by the PAFA to comply with the requirements of FERPA.**

The office that administers FERPA:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920