



## *Family Educational Rights and Privacy Act (FERPA)*

Northwest Technology Center maintains an educational record for each student who is or has been enrolled at the technology center. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (herein after "the Act") the following student rights are covered by the Act and afforded to all eligible students at Northwest Technology Center. These rights include:

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

A student should submit to the Central Office Secretary, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 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, clearly identify the part of 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.

- 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.

The school 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 school in an administrative or supervisory or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; 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.

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO SCHOOL: 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.]

- The right to secure a copy of the School's policy and administrative regulations.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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**

Each of these rights, with any limitations or exceptions, is explained in NWTC School's Administrative Regulations Handbook, a copy of which may be obtained in the Assistant Superintendent's Office.

NWTC may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student, unless it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released as to any student for any purpose at the discretion of NWTC unless a written request for nondisclosure is on file:

- Category I: Name, address, telephone number, electronic mail, photograph and dates of attendance, class.
- Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Assistant Superintendent. Copies of the complete Family Educational Rights and Privacy Act (found in the Administrative Regulations Handbook) are available upon request.

#### **Northwest Technology Center Policy Notification**

Northwest Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and other federal laws and regulations.

It is the policy of the Board of Education of Northwest Technology Center, District #10 of Woods County, Oklahoma, to provide equal opportunities without regard to sex/gender, age, race, marital status, religion, color, national origin, disability or veteran in the operation of its educational services, recruitment, admissions, financial aid or employment practices. The successful achievement of the non-discrimination policy shall be the function and responsibility of the Board of Education, the Administration, and all employees of the District. Inquiries concerning application of this policy may be referred to

Daren Slater/Karen Koehn, Alva Campus  
Title IX/Section 504 Compliance Coordinators  
1801 South 11<sup>th</sup> Street  
Alva, OK 73717  
580.327.0344

Colt Shaw/Debbie Stubsten, Fairview Campus  
Title IX/Section 504 Compliance Coordinators  
801 Vo-Tech Drive  
Fairview, OK 73737  
580.227.3708