



Notification of Rights – FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

- Each student enrolled at Southern California Health Institute shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information.
- A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person 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 to fulfill his or her professional responsibility or commitment to the school.
- Students may request a review of their education records by submitting a written request to the Campus Director. The review will be allowed during regular office hours under appropriate supervision.
- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the director of education, with the reason for the requested change stated fully.
- Directory information is information on a student that the school may release to third parties without the consent of the student. Southern California Health Institute has defined directory information as the student's name, address(s), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential

awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the registrar within 10 days after the date:

- of the student's initial enrollment or by such later date as the institution may specify.
 - the written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
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- a student who believes that Southern California Health Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of education.