



Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student Education Records. Education Records at Emory University Student Health Services (hereafter “School”) are covered by FERPA. Under FERPA “Education Records” are “records that contain information directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution.”

The Family Educational Rights and Privacy Act (FERPA), the law that governs release of and access to student education records, gives students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review your education records within 45 days of the day the University receives a request for access.

The written request should be submitted to the office that maintains the record. That University official will make arrangements for access and notify you of the time and place where the records may be inspected.

- 2) The right to request the amendment of your education records if you believe it is inaccurate or misleading.

If you feel there is an error in your record, submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed, and specify why it is inaccurate. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.

- 3) The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (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,

Legitimate educational interests include those interests directly related to the academic environment. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Directory information includes: student name; school; photograph; dates of attendance and the most recent previous school attended. If you do not want Directory Information disclosure, you can ask the School for the form you need to fill out and sign to prevent this disclosure.

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

In addition to the common exceptions to consent summarized above, FERPA has other exceptions as well that may apply. For more information about FERPA and the exceptions to consent, you can look at the following website:
<http://registrar.emory.edu/records-transcripts/ferpa.html>.

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