Family Educational Rights and Privacy Act (FERPA)

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

A. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Students should submit to the Registrar or other appropriate official, written requests that identify the record(s) they wish 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.

B. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her 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.

C. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the institution in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, collection agent, or security guard); a person serving on the Board of Trustees; or, when deemed appropriate, a student serving on an official committee (such as a disciplinary or grievance committee), assisting another school official in performing his or her tasks, or employed as a worker. Legitimate educational interest is defined as the determination of the right of a school official to review an educational record in order to fulfill his or her professional responsibility. In addition, the official must be able to demonstrate that the review is directly related to the student’s educational welfare or the safety of the student and/or other members of the school community.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Manhattan School of Music 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
600 Independence Avenue, SW
Washington, D.C. 20202-46055
Schools may disclose, without consent, directory information including a student’s name, telephone numbers (permanent, primary, and cellular), addresses (including electronic mail), date and place of birth, major, honors (including Dean’s List), awards, photograph, classification, dates of enrollment, degrees conferred, dates of conferral, graduation, distinctions (including Dean’s List), and the institution attended immediately prior to admission. Students who wish to restrict the release of such information are required to notify the Office of the Registrar in writing within 10 days of the first day of the semester of enrollment. A request to withhold information may be submitted after the stated deadline, but information may be released between the deadline and receipt of the request.

Furthermore, having read about the privacy issues mandated by FERPA, it should be understood that, in certain situations, the school may not be able to provide information that may be of interest to students, parents, staff, or faculty, etc. In addition to FERPA privacy rules, health care, and other privacy-related limitations may apply in some situations. For example, the school may not be able to provide all of the details and background related to an incident or accident involving a student. However, please be assured that the school takes great care to provide the school community with the information it needs for safety or other reasons, while at the same time respecting privacy rights.