

**Associated Technical College**  
**Family Educational Rights and Privacy Act (FERPA)**

Notice to all students:

- You have the right to review your educational records at any time. The request must be in writing and given to the school's administrator. Parents of a student who are classified dependent may review the student's record after submitting their request in writing to the school administrator.
  
- Parents or eligible students have the right to seek amendment of the student's educational record that the parent or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  
- Parents or eligible students have the right to consent to disclose personally identifiable information contained in the student's educational record, except to the extent that FERPA and the regulations authorize disclosure without consent.
  
- Parents and students have the right to file a complaint with the Department of Education concerning alleged failures of the institution to comply with the statutory and regulatory requirements of FERPA.
  
- The institution discloses educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll. This is done with the written permission of the student and/or parent.
  
- Parents or spouses can only review the file of an independent student with the permission of the student. This must also be done in writing and include the student's signature and given to the school's administrator.

