

# Notification of Student Rights to Records

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

- The right to inspect and review student's educational records. Students must submit a "Student Request to Inspect and Review Educational Record" form that specifies the record(s) they wish to inspect. This written request must be submitted to the Vice President for Student Affairs. The inspection will be within 45 days of the receipt of the student's written request.
- The right to request the amendment of the student's educational record that they believe is inaccurate. Students may ask Coastal Pines Technical College to amend a record that they believe is inaccurate. They should write the Vice President for Student Affairs, clearly identify the part of the record they want changed and specify why it is inaccurate. If it is decided that the record will not be amended as requested by the student, CPTC will 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.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastal Pines Technical College to comply with the requirements of FERPA.

Contact information for the federal office that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605