

## Student Records Privacy Statement

Foundry College is committed to protecting the privacy of every student. We maintain your educational records in the strictest of confidence and whenever possible, comply with the Family Educational Rights and Privacy Act (FERPA). FERPA only applies to schools that receive funds under an applicable program of the U.S. Department of Education (Foundry College does not). FERPA affords students certain rights to protect the privacy of their educational records. These rights extend to any student who is 18 years or older or attends an institute of learning beyond high school.

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

In accordance with FERPA, Foundry College request written permission to share educational records except in the following conditions outlined in (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

For more information about FERPA, please refer to the government [FERPA website](#).

*Foundry College reserves the right to regularly update this document. The date of the latest update is included in the footer.*

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### Student Records

Foundry College allows students to review and amend their educational records under the following conditions and in accordance with applicable law:

1. Students may request to review their educational records. If a student believes that her/his educational records contain an error, then s/he should submit a written request to [records@foundrycollege.org](mailto:records@foundrycollege.org) that identifies the error and explains why it is incorrect or incomplete. If Foundry College does not grant the request, the student may request a formal hearing to adjudicate the request. Foundry College will provide more information about the hearing procedure on receipt of such a request.

2. Transcripts are made available upon written request of the student except when requested by another college to which the student has applied.
3. Foundry College will generally seek the permission of students prior to releasing personally identifying information except when:
  - a. Officially sanctioned by FERPA;
  - b. It is part of the student directory (see below for more information).

Information released in aggregate is not personally identifying and so exempt from the above conditions. Aggregate information may be shared with partners, employers and others.

For more information on amending or deleting Personal Information please see our [Data Privacy Statement](#).

## FERPA Student Directory

FERPA defines the information that a directory may contain as anything that would not harm or otherwise undermine the privacy of a student. Foundry College has adopted this standard and may make the following information available without the written consent of the student:

- Full name
- Address
- Telephone number
- Email address
- Dates of attendance
- Enrollment status
- Program of study and concentration(s)
- Participation in officially recognized activities
- Awards
- Honors
- Degree(s) earned and date(s) conferred
- ID card photograph (if applicable)

This serves as the annual notice of which student records Foundry College classifies as “directory information.” Foundry College students may limit publication of their personal information as part of the FERPA directory information. Students may opt out of the FERPA directory by submitting a written request via email to [support@foundrycollege.org](mailto:support@foundrycollege.org). Once a student opts out of “directory information,” the request remains in effect until a student submits another written request to cancel it.

## Salesforce Credential Program Disclosure

Students who participate in our credentialing program and who choose the Salesforce track are required to use the third-party site “Trailhead” in order to complete their coursework. Trailhead requires submission of Personal Information and tracks data regarding completion of badges and superbadges that could be used to infer your educational standing at Foundry College. In signing up for these courses, you acknowledge the public availability of this information.

## Communications Disclosure

Foundry College does not communicate with students via email regarding mastery of courses and discourages students from discussing course mastery over email. Students will receive a link to a private drive where they can view their course completion certificates, if they successfully completed a course. For information regarding your progress in a course, or the courses you've completed or failed to complete with mastery at Foundry College, please login to your student dashboard on the FORGE or discuss questions with your coach during coaching sessions.

## Student Records Retention Schedule

Foundry College's schedule for retaining and disposing data we collect regarding student records or Personal Information can be found on our [Administrative Data & Student Records Retention Schedule](#).