



FERPA Annual Notification to Students: 2021

Educational institutions are required to annually notify enrolled students of their rights under the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This document fulfills this obligation and serves as the annual FERPA notification to students at Foundry College.

FERPA is a Federal law that protects the privacy of student education records, and is administered by the Family Policy Compliance Office in the U.S. Department of Education. FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Foundry College receives a request for access.
 - A student should submit to Foundry College, via records@foundrycollege.org, a written request that identifies the record(s) the student wishes to inspect. Copies will not be provided; however, Foundry College will make arrangements for access and notify the student.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask Foundry College to amend a record should write to records@foundrycollege.org, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - Foundry College will notify the student in writing of the College's decision with regards to the request. If the student does not agree with the College's decision, Foundry College will advise the student of their right to a hearing and provide additional information regarding the hearing procedures and appropriate next steps to request an appeal.
3. The right to provide written consent before Foundry College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent, outlined below.
 - Foundry College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
 - A school official typically includes a person employed by Foundry College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a

volunteer or contractor outside of Foundry College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Foundry College.

- An exception that permits disclosure without consent is information defined as Directory Information. 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)

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. Once a student opts out of “directory information,” the request remains in effect until a student submits another written request to cancel it.

- In addition, FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —
 - To other school officials, including teachers, within Foundry College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Foundry College 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