

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

Trenz Beauty Academy must annually provide a notice to all enrolled students about:

- The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education
- Procedures for reviewing educational records and requesting amendment of records
- If applicable, information about Trenz Beauty Academy's policy regarding disclosures to school officials with a legitimate education interest in the education records.

Trenz Beauty Academy does not disclose directory information. However, in order to disclose directory information without prior consent, Trenz Beauty Academy must provide to students a notice of directory information that includes:

- The types of information Trenz Beauty Academy has designated as directory information
- The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing.

The Family Educational Rights and Privacy Act (FERPA) afford 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.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Trenz Beauty Academy receives a request for access. A student should submit to the admissions office, a written request that identifies the record(s) the student wishes 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.
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 the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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.
3. The right to provide written consent before Trenz Beauty Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - The school 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 is a person employed by Trenz Beauty Academy in an administrative, supervisory, academic, research, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Trenz Beauty Academy.
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Trenz Beauty Academy 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