

## FERPA – Notice to Students

### Family Educational Rights and Privacy Act of 1974

Fort Myers Technical College will inform students annually of the Family Rights and Privacy Act of 1974 (FERPA). This information will be disclosed in the FMTC Catalog, Student Handbook, and in other appropriate locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review educational records, request an amendment of educational records and obtain a copy of the school's education records policy.

These student rights include:

1. The right to inspect and review the student's education records within 30 days of the day FMTC receives a request for access. Students should submit to the Assistant Principal for Curriculum a written request that identifies the education record(s) they wish to inspect. The Assistant Principal will arrange for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. In such a case, the student should identify in writing the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, it will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without prior consent of the student is disclosure to school officials with legitimate educational interests. A school official is a person employed by Fort Myers Technical College or The School District of Lee County as a member of the faculty or staff, members of the Lee County School Board or a person under contract to the school or county school board to perform a task such as consultant, attorney or auditor. Directory information at FMTC is defined as information contained in an educational record that generally would not be considered harmful or an invasion of privacy if disclosed.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fort Myers Technical College to comply with the requirements of the Family Educational Rights and Privacy Act. 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, D.C. 20202-4605

For additional information: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>