



MUSICIANS INSTITUTE

COLLEGE OF CONTEMPORARY MUSIC

6752 Hollywood Blvd., Hollywood, CA 90028

YOUR RIGHTS UNDER FERPA

Student's Name (please print) _____ Student ID _____

The Family Educational Rights and Privacy Act or FERPA is a federal privacy law that gives post-secondary students certain protections with regard to their academic records. Academic records include but are not limited to attendance, financial aid, school account information, tax information, report cards, transcripts, disciplinary records, contact and family information, class schedules, charges, payments, and account balances. In general, schools may disclose "directory information" to qualified individuals and/or organizations without prior consent of the student. "Directory information" is defined as a student's name, photograph, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, electronic mail address, degrees, honors and awards received, and dates of attendance. However, schools must tell students about directory information and allow them a reasonable amount of time to request that the school not give out their directory information. To opt out, students must complete the Directory Opt Out form and submit it to the Registrar's Office no later than Friday, Week 2 of the quarter in which they are enrolled.

FERPA-protected records are accessible only by those individuals to whom the student grants permission. Students may grant permission to access FERPA-protected records to individuals such as a/an parent, aunt, uncle, sibling, grandparent, spouse/partner, etc., by indicating the individual(s) name(s) and relationship to student below. Under FERPA regulations, Musicians Institute is permitted to discuss information contained in and pertaining to academic records with eligible parents of dependent students without prior consent of the student.

In addition, FERPA gives students the right to inspect, review, and request amendments to the student's education records. *Please see the back of this form for further information and instructions.*

This authorization will remain in effect for the _____ school year.

Permission to Discuss Education Records with Others

I hereby grant permission for the following individuals to discuss particulars related to my grades, attendance, and/or other information contained in my academic records with Designated Officials at Musicians Institute.

Name _____ Relationship _____

Name _____ Relationship _____

I understand that these names may be used as emergency contacts and that if I am deemed a risk to others or myself, Musicians Institute reserves the right to use contact information gathered hereon and previously to alert others on my behalf.

Student's Signature _____ Date _____



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Notification of Student Rights under FERPA for Musicians Institute

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day that Musicians Institute receives a request for access. A student should submit to the Registrar or Director of Registrar and Scheduling, a written request that identifies the record(s) the student wishes to inspect. The designated official will make arrangements 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Musicians Institute to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Musicians Institute decides not to amend the record as requested, the student will be notified in writing of the decision as well as 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 request, in writing, Musicians Institute not disclose personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Musicians Institute 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 Musicians Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Musicians Institute has contracted as its agent to provide a service instead of using Musicians Institute employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 the school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Musicians Institute 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 20202-5901