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STUDENT RECORDS & ACADEMIC TRANSCRIPTS (FERPA)

Academic transcripts are prepared and reviewed at the scheduled completion dates of student's enrollment period. In accordance with the Family Educational Rights and Privacy Act of 1974, students records at CDE Career Institute are only open for inspection to students and parents of dependent students to review and challenge any and all parts of said records. This inspection is welcomed by appointment during regular business hours. The following items are exempt from the Act:

1. Parent's Confidential Statement, Financial Need Analysis Report, and Institutional Student Information Record.
2. Letters of recommendations received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
3. Records about students made by instructor or administrators, which are maintained by and accessible only to the instructors or administrators.
4. Security records.
5. Employment records for school employees who are not current students.
6. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for the treatment purposes and which are available only to persons providing the treatment.

Confidentiality of Education Records

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

1. FERPA affords the right to inspect and review the student's education records within forty-five days of the day the school receives a request for access. Students should submit to the registrar or other appropriate official written requests that identify the records they wish to inspect. The school official makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the school official advises the student of the correct official to whom the request should be addressed.
2. FERPA affords the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the school to amend a record that he or she believes in inaccurate or misleading. The student should write the School President, clearly identify 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 by the student, the school notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the appeal procedures is listed in this publication.

3. FERPA affords the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials, or officials of institutions with which the school has consortia agreements, with legitimate educational interest. A school official is a person employed by CDE Career Institute in an administrative, supervisory, academic, or support-staff positions person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student assisting another School official in performing his/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 responsibility.
4. FERPA affords the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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.

CDE Career Institute reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of education records and to deny transcripts or copies of records not required to be made available by FERPA if the student has an unpaid financial obligation to the school or if there is an unresolved disciplinary action against him or her. Fees are not assessed for search and retrieval of the records, but there may be a charge for copying and postage.