

From: Office of the Dean for Student Success

Sent: Tuesday, September 5, 2023

Subject: Annual Notification of Student Privacy Rights Under FERPA



Annual Notification of Student Privacy Rights Under FERPA

Dear Student,

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment (20 USC S. 1232g), affords students certain rights with respect to their education records. FERPA rights begin upon the student's enrollment, which occurs when the student has been admitted to the University and attends any portion of a course. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend the institution.

For purposes of compliance with FERPA, The Chicago School considers all students independent. Questions about FERPA and education records may be directed to the [Office of the Registrar](#).

The full [FERPA policy](#) appears in the Student Handbook. A summary of student rights under FERPA is included here for reference:

1. A student has the right to inspect and review the education record within 45 business days after the school receives a written request for access. A written request identifying the record to be inspected must be submitted by the student using [the Request to Review/Amend Education Records](#) form to the Office of the Registrar.
2. A student has the right to request an amendment of the education record if the student believes the record is inaccurate or misleading. To request an amendment, the student must submit the [Request to Review/Amend Education Records](#) form to the Office of the Registrar clearly identifying the part of the record in need of change and describing why it is inaccurate or misleading. The office will notify the student of their decision regarding the amendment. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. To request a hearing, the

student submits a Request to Review/Amend Education Records form, and follows the process outlined in the catalog.

3. A student has the right to consent to disclosures of personally identifiable information contained in the education record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include school faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the school. Another exception that permits disclosure without consent is the disclosure of a student's education records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, for purposes related to the student's enrollment.
4. A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.
5. A student has the right to restrict the release of "directory information" except to officials with legitimate educational interest and others as indicated above.

The Chicago School designates the following as public or "directory information":

- Student name
- Address(es)
- Email address(es)
- Telephone number(s)
- Date and place of birth
- Major field of study
- Photograph(s)
- Degree sought
- Expected date of completion of degree requirements and graduation
- Grade Level
- Degrees and awards received
- Dates of attendance
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Previous educational agency or institution attended
- Participation in officially recognized activities
- Class rosters within the classroom

If a student wishes to restrict the release of directory information and request that a FERPA block be placed on the education record, the student must submit a completed [Request to Withhold Directory Information](#) to the Office of the Registrar. Please note three important details regarding placing a FERPA block on the education record:

1. A FERPA block will prevent the school from processing certain paperwork or verbal verifications for the student without first obtaining written consent. These include loan deferments, education verifications (from employers or for the licensure application process), letters of recommendation by faculty, etc.
2. A FERPA block applies to all elements of directory information on the education record. The school cannot apply a FERPA block differentially to the various directory information data elements.

3. A FERPA block may affect the amount of time required to process paperwork or requests for information that include directory information because the Office of the Registrar must obtain written authorization in order to release the information.

Please consult the [Student Rights and Responsibilities section](#) of the catalog for more information about FERPA. Questions concerning FERPA should be addressed to the Office of the Registrar at tcspregistrar@thechicagoschool.edu.

Thank you.

Jennifer Stripe Portillo, M.Ed.
Dean for Student Success

Jennifer Strobel, M.A.
University Registrar

The Chicago School is a leading nonprofit university dedicated to improving the health of individuals, organizations, and communities through a solutions-oriented educational approach, coupled with real-world experiences. Our graduates leave with the cultural competence and practical skills needed to uplift marginalized populations and make a positive difference in the world.

The Chicago School is proud to be part of The Community Solution Education System, an integrated, nonprofit system that works collaboratively to advance institutional sustainability, increase student success, and enhance community impact.

