

FERPA Annual Notification to Students

Educational institutions are required to annually notify enrolled students of their rights under the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This website fulfills this obligation and serves as the annual FERPA notification to students at the Seattle Film Institute.

FERPA is designed to protect the privacy of students by limiting third party access to student educational records. FERPA affords students the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the Seattle Film Institute receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Seattle Film Institute official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the record(s) are not maintained by the Seattle Film Institute 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 are inaccurate or misleading. Students may ask the Seattle Film Institute to amend a record that they believe is inaccurate or misleading. They should write the Seattle Film Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Seattle Film Institute decides not to amend the record as requested by the student, the Seattle Film Institute will notify the student of the decision and advise the student of his or her 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 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seattle Film 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 the Seattle Film Institute has contracted (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 responsibility.

Students may grant permission to release academic, financial aid and student financial account information to third parties, including parents, by submitting a **Student Consent to Release Information Form**. Seattle Film Institute does not maintain directory information and therefore Seattle Film Institute does not require or use a Request for Non-Disclosure of Directory Information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seattle Film Institute to comply with the requirements of FERPA. The name and the address of the office that administers FERPA is:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.