



**Academic Student Records:
FERPA Policies and Procedures
Handbook**



51 US Route 1, Suite K, Scarborough, ME 04074
1435 Broadway, Bangor, ME 04401
730 Center St, Suite 6C, Auburn, ME 04210

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Introduction

As required by the **Family Educational Rights and Privacy Act of 1974**, as amended, the following guidelines and procedures are intended to ensure the confidentiality of Student Academic Records, to establish the right of Students to inspect and review their Education Records, to clarify the circumstances under which Educational Records may be released to third parties, and to establish the appropriate procedures to be followed by Students for the correction of inaccurate or misleading data within their Educational Records.

Student Data Policy

Northeast Technical Institute understands the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as a trustee of this information, maintaining these records for educational purposes to serve interests of its students. Records include enrollment, financial, and educational program documentation. The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. It is the policy of NTI to protect the confidentiality of education records and release information only as permitted by law.

When the student enrolls, NTI will inform students eighteen years and older of their right to inspect, review, and seek amendment of the student's education records. NTI will inform students eighteen years and older of the items considered directory information through notices distributed when a student enrolls. The Registrar will be the custodian of all education records. The branch and extension campuses may keep copies of the official file; however, the main campus will house all original forms and documentation on its documentation management software (DocStar). NTI's student database (STARS), tracks all individual student progress data, completed by the Registrar; (a) appropriate evaluations of knowledge and skills required for occupation(s) studied and (b) notations of completion(s) of and/or withdrawal from programs, are maintained and made a part of his/her record.



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Academic Record Storage

NTI adheres to the Maine Department of Education, Council on Occupational Education and the Maine Department of Transportation standards in maintaining student records.

- All original student records are stored in NTI's hosted Data Center and in STARS as our student record database.
- An organized directory structure for student academic records is maintained on NTI's secure* document management system (DocStar).
- NTI's Domain-based file storage system is hosted in Thrive's secure data center and can only be accessed by designated employees when connected to one of NTI's Campuses.
- These systems are monitored, maintained and secured by a partnership NTI has with Thrive and are backed up nightly in an off-site backup by them. In addition, some data is periodically backed up to a portable drive that is placed in a fireproof safe in the IT office.
- All student grades, period(s) of enrollment, attendance records, student notes, academic progress, externship information, and placement documentation are recorded and stored in real time on the school's secure* student database (STARS), which is a cloud based student management system, and backed by enterprise grade IBM Power 7 Series servers.
- Student Financial Aid and VA Records are stored on campus in the Financial Aid Office in a locked, fireproof cabinet for three years. The only persons with access include the Director of Financial Aid, Associate Financial Aid Advisor, Controller, and President. These files are digitally stored indefinitely.

**NTI has partnered with Thrive Inc. to employ extensive security measures to protect against unauthorized access, disclosure, modification, or destruction of information under our control, as well as the loss, misuse, or alteration of our websites and/or associated electronic information resources.*



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Registrar

The duty of the Registrar is to provide the highest quality of service to the NTI student community in a proficient and timely manner. The Registrar's Office maintains and coordinates all official student records.

Student Access to Records

1. NTI Students have the right to physically review their own Education Records in the presence of a designated NTI representative.
2. Where necessary and reasonable, an explanation and interpretation of the record will be provided by qualified School personnel. Student access may include electronic means.
3. The Student is required to submit all requests for access to his/her records in writing to the Registrar's office and will be required to present appropriate identification.
4. Records will be provided to the student in a reasonable amount of time, not to exceed 30 days.



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Family Educational Rights and Privacy Policy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students rights with respect to their education records including:

- Students have the right to inspect and review their education records during normal school hours with an appointment within 45 days of the day the Registrar receives a written, dated request for access.
- Students have the right to request the amendment of education records that they believe are inaccurate, misleading, or a violation of privacy.
- Students requesting amendment of an education record should submit a written, dated request to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the School decides not to amend the record, the School will notify the student of the decision and the student's right to an appeal regarding the request for amendment. Additional information regarding the appeal procedures will be provided to the student when notified of the right to an appeal.
- Students have 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 prior consent from the eligible student, as applicable. The School may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the School is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the School discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Students have 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:



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Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Health & Safety Exemption Requirement

NTI adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which NTI is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

Patriot Act Changes to FERPA:

In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. *Public Law 107-56; DCL April 12, 2002*

The school complies with the changes made to FERPA as a result of the USA Patriot Act as outlined in *DCL April 12, 2002*

FERPA Contact Information:
Family Policy Compliance Office
US Department of Education
400 Maryland Ave., S.W. Washington, DC 20202-4605
Phone: 202-260-3887
Email: ferpa@ed.gov(schools only)
Web site address: www.ed.gov/offices/OM/fpco



Office of Registrar

51 U.S. Route 1, Suite K, Scarborough, ME 04074

Phone: 800.447.1151 | Fax: 207.883.6048

Authorization to Release Information

I, _____ do hereby consent and authorize Northeast Technical Institute to release any information pertaining to me to the agencies/persons indicated below.

List any agencies and individuals to release of information:

Acknowledgement

I have read and understand this authorization and consent will remain effective until I revoke it by notifying the agencies or individuals orally or in writing. This will stop the exchange of information authorized by this document. I understand that I have the right to know what information is being exchanged, and why, when, and with whom it was shared. At my request, the named agency or individuals will show me this information. A copy of this signed authorization and consent is valid to exchange information. If I do not sign this form, information will not be exchanged and I will have to contact each agency individually.

Student Signature

Date

Parent/Legal Guardian Signature

Date

General FERPA Description:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.