

# New Student Orientation

## **ANNUAL NOTIFICATION OF STUDENT PRIVACY RIGHTS UNDER FERPA**

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.

TCSPP offers courses to high school students who are qualified to enroll in the undergraduate program. In a situation where a student is enrolled in both high school and at TCSPP, the two schools may exchange information on the student. If the student is under the age of 18, the students' parents or guardians may retain rights under FERPA to inspect and review any records sent by TCSPP to the high school.

For purposes of compliance with FERPA, The Chicago School of Professional Psychology considers all students independent except where excluded as described in the paragraph above. Questions about FERPA and education records may be directed to the [Office of the Registrar](#). A summary of these rights is included here for reference:

1. A student has the right to inspect and review the education record within a reasonable time 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 why it is inaccurate or misleading. The office will notify the student of their decision regarding the amendment and advise regarding appropriate steps if the student does not agree with the decision.
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.
4. A student has 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.
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, e-mail address, telephone number, degree program, campus attended, school status (including current enrollment, dates of attendance, fulltime/part-time, withdrawn), and participation in officially recognized activities.

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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 written request 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. If a student wishes to place a FERPA block on the education record, please note that processing of paperwork or requests for information that include directory information may take additional time than normal because the Office of the Registrar needs to obtain written authorization in order to release the information.

Please consult the Student Handbook for more information about FERPA. Questions concerning FERPA should be referred to the Office of the Registrar at [tcspregistrar@thechicagoschool.edu](mailto:tcspregistrar@thechicagoschool.edu)