



Annual Notification of Student Privacy Rights under FERPA

Dear Student,

We are writing to remind you about your rights under the Family Educational Rights and Privacy Act (FERPA). FERPA is the federal law that governs release of and access to student education records. You will find the details in the full [FERPA policy](#) in the Academic Catalog and Student Handbook.

A summary of your rights under FERPA is included here for reference:

1. The right to inspect and review your education record.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading.
3. The right to provide written consent before The Chicago School discloses personally identifiable information contained in your education record, except to the extent that FERPA authorizes disclosure without consent.

You may withhold the release of your information by submitting a [FERPA-Request to Withhold Directory Information form](#). Please note that additional restrictions may affect your ability to obtain enrollment verification, transcripts, or degree verification.

1. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The Chicago School to comply with the requirements of FERPA. Complaints should be directed to:

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Avenue, SW
Washington, DC 20202-8520

Questions concerning FERPA may be directed to the [Office of the Registrar](#).

Thank you.

Jennifer Stripe Portillo, M.Ed.
Dean for Student Success
she/her/hers

Jennifer Strobel, Ed.D.
University Registrar
she/her/hers

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.



The Chicago School | 707 Wilshire Boulevard Suite 600 | Los Angeles, CA 90017 US

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