

Annual Notification to Students of FERPA Rights

KPSAHS has implemented relevant provisions under the Family Educational Rights and Privacy Act of 1974 (FERPA) for maintenance, accuracy, and privacy of student records and personally identifiable information, as defined in this policy statement. These provisions include the student's right to 1) inspect and review their education records, 2) have some control over the disclosure of information from their education records, and 3) seek to amend incorrect education records.

1. The right to inspect and review the student's education records within 45 days after the day the Kaiser Permanente School of Allied Health Sciences (KPSAHS) receives a request for access.

A student or former student has a right to access any and all education records relating to him or her that are maintained by KPSAHS. Students can request a review of their education records by submitting a Request for Review of Academic File form (available from Student Records) to the Student Records Department. Once submitted, KPSAHS staff will contact the student within 45 days to schedule a time during working hours to review the file. File reviews will be conducted with a KPSAHS faculty or staff member present.

If the requested records are not maintained by Student Records, the student will be advised 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student or former student has a right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

A student who wishes to ask the school to amend a record should write the school official responsible for the record. A "school official" can be anyone responsible for the record; for example, an instructor who enters a grade or a program director who enters an advising note. The written request should clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school official decides not to amend the record as requested, s/he will notify the student in writing of the decision. If a student is not satisfied by the response, s/he may choose to escalate their request to the KPSAHS designated records officer, the director of accreditation and compliance. The director of accreditation and compliance will review the request and respond in writing of the decision as well as the student's right to an appeal.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

No KPSAHS representative shall release the contents of a student record or personally identifiable information to any member of the public without the prior written consent of the student or former student, other than directory information, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by FERPA or other state and federal laws.