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Family Educational Rights and Privacy Act (FERPA)

Privacy and Information Security

McAllen Careers Institute (MCI) is committed to the privacy and security of our students. MCI's Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. The Family Educational Rights and Privacy Act (FERPA) afford current or former students certain rights with the respect to their educational records. Students have the right to:

1. Inspect and review their individual school records within 45 days of the written request. Students should contact the registrar's office to determine the location of appropriate records and the procedure for reviewing such records. A student should submit a written request that identifies the record(s) the student wishes to inspect. Request for finance records go to the Financial Aid Office, and requests for other records to the Registrar's Office. A MCI official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The student has the right to seek an amendment of records which is believed to be inaccurate, misleading, or otherwise in violation of the privacy rights. Students requesting an amendment of records should submit a written, dated request to the Registrar's office and clearly identify the part of the record to be changed, and specify why it is inaccurate, misleading or a violation of privacy. If MCI decides not to amend the record as requested, MCI will notify the student in writing of the decision and the student's 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 prior consent from the parents or eligible student as applicable. Students must provide a signed, dated and written request allowing MCI to disclose the information. Students must state the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made.

NOTE: FERPA does authorize MCI to disclose student personally identifiable information without consent to other school officials, any contractor or consultant

contracting with MCI, representatives of the Secretary, of the state, any organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.

A School Official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school had contracted (such as an auditor, attorney or collection agency); a person serving on the Board of Directors, a student serving on an official committee (such as grievance or disciplinary committee) or assisting another School Official in performing his/her tasks. A School official has a legitimate educational interest, if he/she must review the education record in order to fulfill his/her official responsibilities.

4. Upon request from the student or institution, MCI may disclose education records without the student's consent to officials of another school which the student seeks or intends to enroll.
5. File a complaint with the U.S. Department of Education concerning alleged failures by MCI to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office (FERPA)
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 40202-4605
6. Notify MCI's Education Office in writing if the student wishes to withhold his or her information from the "Directory" information. The school may release information without the student's consent where the information is classified as "Directory Information"; the following categories of information have been designated by MCI as directory information:
 - Name
 - Address
 - Telephone listing
 - E-mail address
 - Photographs
 - Major field of study

Students who do not want such information released without their consent should notify the Education Office.

McAllen Careers Institute will provide a paper copy of this policy upon request.