

ANNUAL NOTICE TO STUDENTS  
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974  
(F.E.R.P.A.)

Annually, Albany Law School informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records.

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student 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 who wishes to ask Albany Law School to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Albany Law School decides not to amend the record as requested, the School 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 provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Albany Law School who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a

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legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Albany Law School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Albany Law School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

5. Directory Information and Release of Information

The items listed below are designated as “Directory Information” and may be released at the discretion of the institution. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to withhold the disclosure of any or all of the categories of “Directory Information.” Written notification to withhold any or all of the “Directory Information” must be received by the Registrar’s Office within one week of the fall registration of each academic year.

Categories: The student’s name, dates of attendance, degrees, honors and awards received, and the student’s school identification picture for inclusion in the class directory.

A request to withhold any or all of the above data in no way restricts internal use of the material by Albany Law School, such as the release of academic information to institution officials whose positions justify such release of information to them, or to Law School committees charged with the selection of students for awards and honors.