



**Academic Student Records:
FERPA Policies and Procedures
Handbook**



51 US Route 1, Suite K, Scarborough, ME 04074
1435 Broadway, Bangor, ME 04401
730 Center St, Suite 6C, Auburn, ME 04210

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Introduction

As required by the **Family Educational Rights and Privacy Act of 1974**, as amended, the following guidelines and procedures are intended to ensure the confidentiality of Student Academic Records, to establish the right of Students to inspect and review their Education Records, to clarify the circumstances under which Educational Records may be released to third parties, and to establish the appropriate procedures to be followed by Students for the correction of inaccurate or misleading data within their Educational Records.

Student Data Policy

Northeast Technical Institute understands the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as a trustee of this information, maintaining these records for educational purposes to serve interests of its students. Records include enrollment, financial, and educational program documentation. The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. It is the policy of NTI to protect the confidentiality of education records and release information only as permitted by law.

When the student enrolls, NTI will inform students eighteen years and older of their right to inspect, review, and seek amendment of the student's education records. NTI will inform students eighteen years and older of the items considered directory information through notices distributed when a student enrolls. The Registrar will be the custodian of all education records. The branch and extension campuses may keep copies of the official file; however, the main campus will house all original forms and documentation on its documentation management software (DocStar). NTI's student database (STARS), tracks all individual student progress data, completed by the Registrar; (a) appropriate evaluations of knowledge and skills required for occupation(s) studied and (b) notations of completion(s) of and/or withdrawal from programs, are maintained and made a part of his/her record.



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Academic Record Storage

NTI adheres to the Maine Department of Education, Council on Occupational Education and the Maine Department of Transportation standards in maintaining student records.

- All original student records are stored in NTI's hosted Data Center and in STARS as our student record database.
- An organized directory structure for student academic records is maintained on NTI's secure* document management system (DocStar).
- NTI's Domain-based file storage system is hosted in Thrive's secure data center and can only be accessed by designated employees when connected to one of NTI's Campuses.
- These systems are monitored, maintained and secured by a partnership NTI has with Thrive and are backed up nightly in an off-site backup by them. In addition, some data is periodically backed up to a portable drive that is placed in a fireproof safe in the IT office.
- All student grades, period(s) of enrollment, attendance records, student notes, academic progress, externship information, and placement documentation are recorded and stored in real time on the school's secure* student database (STARS), which is a cloud based student management system, and backed by enterprise grade IBM Power 7 Series servers.
- Student Financial Aid and VA Records are stored on campus in the Financial Aid Office in a locked, fireproof cabinet for three years. The only persons with access include the Director of Financial Aid, Associate Financial Aid Advisor, Controller, and President. These files are digitally stored indefinitely.

**NTI has partnered with Thrive Inc. to employ extensive security measures to protect against unauthorized access, disclosure, modification, or destruction of information under our control, as well as the loss, misuse, or alteration of our websites and/or associated electronic information resources.*



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Registrar

The duty of the Registrar is to provide the highest quality of service to the NTI student community in a proficient and timely manner. The Registrar's Office maintains and coordinates all official student records.

Student Access to Records

1. NTI Students have the right to physically review their own Education Records in the presence of a designated NTI representative.
2. Where necessary and reasonable, an explanation and interpretation of the record will be provided by qualified School personnel. Student access may include electronic means.
3. The Student is required to submit all requests for access to his/her records in writing to the Registrar's office and will be required to present appropriate identification.
4. Records will be provided to the student in a reasonable amount of time, not to exceed 30 days.

Family Educational Rights and Privacy Policy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a college beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a college correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest,
 - Other schools to which a student is transferring,
 - Specified officials for audit or evaluation purposes,
 - Appropriate parties in connection with financial aid to a student,
 - Organizations conducting certain studies for or on behalf of the school,
 - Accrediting organizations,
 - To comply with a judicial order or lawfully issued subpoena,
 - Appropriate officials in cases of health and safety emergencies, and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Fortis Institute not disclose directory information about them. Schools must notify parents and eligible students annually of their rights



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under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901



Office of Registrar

51 U.S. Route 1, Suite K, Scarborough, ME 04074

Phone: 800.447.1151 | Fax: 207.883.6048

Authorization to Release Information

I, _____ do hereby consent and authorize Northeast Technical Institute to release any information pertaining to me to the agencies/persons indicated below.

List any agencies and individuals to release of information:

Acknowledgement

I have read and understand this authorization and consent will remain effective until I revoke it by notifying the agencies or individuals orally or in writing. This will stop the exchange of information authorized by this document. I understand that I have the right to know what information is being exchanged, and why, when, and with whom it was shared. At my request, the named agency or individuals will show me this information. A copy of this signed authorization and consent is valid to exchange information. If I do not sign this form, information will not be exchanged and I will have to contact each agency individually.

Student Signature

Date

Parent Signature

Date

General FERPA Description:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.