



ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

General

Building Science Academy complies with the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their educational records. These rights include the following: the right to inspect and review their records within forty-five (45) days of the day Building Science Academy receives an inspection request; the right to request an amendment of their record if they believe it is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA; the right to provide written consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the US Department of Education concerning alleged failures by Building Sciences Academy to comply with the requirements of FERPA.

Access to Records With Consent

Building Science Academy will not permit access to or disclosure of any information from a student’s educational record to anyone outside the institution without the written consent of the student, except in compliance with the provisions of federal and Michigan State laws and regulations. Parents of a student who qualifies as a dependent, as defined in Internal Revenue Service (IRS) regulations, may receive certain information from their student’s records, provided the student has not elected to withhold his or her records. Prior to obtaining information, however, the parent must first verify the tax status of their student.

Building Science Academy will accept student signatures authorizing consent in electronic form. A student using an electronic signature must provide Building Science Academy’s custodian, for the record being requested, with sufficient information to identify the sender as the student and assurance that the electronic signature indicates the student’s consent to the release of information.

Access to Records Without Consent

Building Science Academy discloses education records without a student’s prior written consent under the FERPA exception for disclosure to “school officials” with “legitimate educational interests.” A “school official” is a person employed by Building Science Academy in an administrative, supervisory, academic or research, or support staff position ; a person or company with whom Building Science Academy has contracted as its agent to provide a service instead of using Building Science Academy employees or officials (such as an attorney, auditor, or collection agent). A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibilities for Building Science Academy.

Directory Information

Building Science Academy has designated the following items as “Directory Information.” Building Science Academy officials may disclose these items without prior written consent, unless the student has submitted a written request to the Business Office not to release directory information pertaining to him or her. Students must submit a written request with each class registration and payment prior to the start of class.:

Student’s name
E-Mail Address
Birth Date

Class Information & Dates
Addresses & Telephone Numbers



Procedures for Inspection, Amendment, and Complaint

Students at Building Science Academy must adhere to the following procedures to exercise their rights under FERPA:

1. The student should submit a written request to Business Office of Building Science Academy for the record that they wish to inspect. A Building Science Academy official will make arrangements for access within 45 days after receiving the request and notify the student of the time and place the records may be inspected.
2. Students may ask Building Science Academy to amend a record that they believe is inaccurate or misleading. They should write to the Business Office for the record, clearly identify the part of the record they want changed, and specify why it should be changed. If the official decides not to amend the record as requested by the student, the official will notify the student of the decision and the Student's right to a hearing regarding the request for amendment. The student will receive additional information on this process when he or she is notified of the right to a hearing.
3. Students may file a complaint with the US Department of Education concerning alleged failures by Building Science Academy to comply with FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, SW
Washington, DE 20202-4605

Student Access to Personal Records

Building Science Academy reserves the right to deny a student the right to inspect the following records:
Any document revealing non-directory information about other students.

Additional Information

Anyone who has questions concerning this policy or Building Science Academy's procedures concerning the release of educational information under FERPA or Michigan State laws and regulations should contact the Business Office at (616) 887-2311. Students who have complaints concerning their privacy rights are also encouraged to call this number.