

## FERPA Annual Notification of Rights

AAMI posts on its website the required annual notification to eligible students in attendance of their rights under FERPA. Eligible students have the right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA.

Under FERPA, AAMI defines a school official as a person who serves AAMI in the capacity of administrative, supervisory, academic, assessment, or support staff, including but not limited to an officer of the corporation, board member, registrar, program director, teacher, advisor, counselor, admissions officer or a contractor, consultant or any organization to which a school has outsourced their services.

Under FERPA, AAMI defines a "legitimate educational interest" which is also referred to as educational "need to know" — as meaning a school official needing to review information in an education record in order to fulfill their professional responsibilities.

FERPA allows AAMI school officials to 1) access a student's education record if they have a legitimate educational interest and 2) share a student's education record information with other AAMI school officials who have a legitimate educational interest. This does **not** constitute authorization for that person to transmit, share, or disclose any of that information to third parties.

In addition, authorized users of restricted data — in this case, student education records — "may access said data only to fulfill the job duties for which authorization was granted. Further, an authorized user may not access restricted data for personal use."

For further additional information regarding FERPA, please see the Student Handbook.