

# Charles & Sue's

SCHOOL OF HAIR DESIGN

## **Disclosure of Educational Records**

The school honors the Family Educational Rights and Privacy Act of 1974 as a disclosure of educational records and files of the student.

Educational records are defined as files, materials and documents which contain information directly related to a student and are maintained and safeguarded in the main office of the school.

Adult students, parents of minor students, and parents of tax dependent students have the right to inspect, review and challenge information contained in those educational records.

Written permission from the parent or eligible student is required before educational records may be released to any third party with the following exceptions:

- School employees who have a need-to-know
- Other schools to which a student is transferring
- Parents when a student over 18 is still dependent
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

If the parent or eligible student wishes to examine the educational records, they must first contact the Director of the school to establish a time to examine these records.

The student's educational records are maintained by the school for 6 years after the student either graduates or withdraws from the school.

A Family Educational Rights and Privacy Act of 1974 Fact Sheet is located in the student lounge on the bulletin board or may be obtained from the school office.