

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Jung Tao School endorses and seeks to comply with all provisions of the "Family Educational Rights and Privacy Act of 1974" (FERPA), as amended, and all pertinent regulations.

Further information about FERPA is available on the [U.S. Department of Education FERPA website](#). This legislation affords students certain rights with regard to their respective education records.

STUDENT RIGHTS

In essence, these rights are:

- The right to inspect and review education records.
- The opportunity to challenge the contents of education records.
- The right to exercise some control over the disclosure of information from education records.

FERPA applies to all currently enrolled Jung Tao School students, as well as previously enrolled students.

FERPA does not apply to applicants who have not been admitted to Jung Tao School.

EDUCATIONAL RECORDS

Educational records are any records maintained by Jung Tao School from which a student can be personally identified. All information that Jung Tao School maintains on students is considered part of the educational record, regardless of the format in which the information is kept. This means that educational records include, but are not limited to, grades, transcripts, schedules, contact information, advising information, financial aid information, student information in reports, and student photos.

Jung Tao School is not allowed to share student information without a student's written consent.

DIRECTORY INFORMATION

Jung Tao School may disclose, without consent, "directory" information which includes:

- Student's name
- Address (including email)
- Telephone number
- Place of birth
- Honors and awards
- Dates of attendance

However, students may request that the school not disclose directory information about them.

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GRADE REPORTS

Students can access their grades by logging into their Populi account.

RECORD CONFIDENTIALITY

All Jung Tao School faculty and staff are responsible for maintaining student record confidentiality. Only those Jung Tao School faculty and staff with legitimate educational interest may have access to student records.

Faculty or staff with legitimate educational interest is as follows:

- the President
- the Vice President
- the Registrar
- the Financial Director
- the Clinic Director
- the Didactic Course Directors

A student has access to his or her educational record only.

Under no circumstances does a student have access to records of other students.

If you have any questions or would like to obtain a paper copy, contact the Administrative offices at Jung Tao School at registrar@jungtao.edu or call 828/297-4181.

This notice can also be viewed at www.jungtao.edu/images/FERPA2014.pdf