



## METROPOLITAN LEARNING INSTITUTE

Licensed by the New York State Education Department  
Non-Profit Educational Organization

*" Innovative Approach Is Our Way to Success "*

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### MLI FERPA Policy

Metropolitan Learning Institute will annually distribute to all enrolled students information about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the U.S. Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.
- Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

### Information Sharing & The Family Education Rights and Privacy Act of 1974 (FERPA)

#### **What is FERPA?**

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

#### **What is considered Directory Information?**

In compliance with **FERPA**, the following statement reflects the school's policy:

*The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and type of certificate (i.e. 'a 1500-hour certificate') earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released **only in response to a written request**. The school reserves the right to refuse the above information if the*

*reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's **written consent**.*

However, the Act states that each student has the right to inform the School that *any or all* of the information is **not** to be released. No information will be released without the written consent of the student. This status is binding until such time that MLI is notified in writing by the student to permit release of "directory information".

### **Parental Access to Children's Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents of dependent students by MLI only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

### **Posting of Grades by Faculty**

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

### **Your responsibilities as a Staff Member**

As an employee of MLI, you may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Your utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position. Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school, should be referred to the Campus Director. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. As a school employee, all of you should have your own accounts and passwords on the administrative computer system and on e-mail. You are responsible for your personal account and will be held accountable for any improper use. Protection of your sign-on password and procedure is critical for security. Your password is the only protection your account has, and the only way the computer system can verify that you are actually who you say you are. Please pick a good password and protect it.

### **In Summary, Remember . . .**

- # Checking a person's picture identification when releasing education records is **required**. Always check to see if the student permitted disclosure of information before you release any information on the student.
- # Discussing a student's record with any person who does not have a legitimate educational interest is a violation of **FERPA**. This pertains to conversations *on and off* the job.

- # Removing any document from the office for non-business purposes is a violation of **FERPA**.
- # Releasing confidential student information (non-directory) to another student, college or university, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization is in violation of **FERPA**.
- # Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of **FERPA**.
- # Making personal use of student information is in violation of **FERPA**.
- # Allowing another person to use your computer access code is in violation of **FERPA**.
- # Putting paperwork in the trash with a student's information (i.e., social security number or grades) is also in violation of **FERPA**.
- # In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to Metropolitan Learning Institute
- # Violation of confidentiality and security may lead to appropriate personnel action.

**What information cannot be given out, ever?**

- Social security number. You cannot **ever** give out the student's social security number, you can't post it, you can't even use some or part of this information to confirm a student's identification for non-education purposes.
- Citizenship.
- Gender.
- Ethnicity.
- Religious preference.
- Grades.
- GPA.
- Daily class schedule.

**Information Release via Telephone**

No information (other than directory information as mentioned above) concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student's Title IV aid.

**Authorization Consent Form**

**Metropolitan Learning Institute (MLI)  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
STUDENT RELEASE**

Student Name (Last, First) \_\_\_\_\_  
Student ID# or SSN# \_\_\_\_\_

**Student's Authorization for Disclosure**

I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and authorize MLI to discuss and/or disclose the following education records to the person listed below:

Transcripts  
 Financial Records  
 Disciplinary Records: \_\_\_\_\_  
(Specify incident or indicate "All")  
 Other \_\_\_\_\_

(Please specify)

All information regarding my enrollment at MLI without limitation

Name of Authorized Person: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address of Authorized Person: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

The purpose of releasing this information is \_\_\_\_\_

**I understand that this authorization will be in effect as long as I am a student at MLI or until I revoke this authorization in writing.**

I affirm that I have carefully read the foregoing authorization and that I fully understand the meaning and intent of this document. I affirm that I have signed this authorization voluntarily.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

This authorization form is not required when school transmits information to state and federal agencies concerning processing of Title IV aid. This authorization is not also required if student files are subject to institutional, state and federal program review and audit.