

## The Family Educational Rights and Privacy Act

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The FERPA protects the privacy of student academic records and allows the student to determine what information should be confidential, and who should have access to that information. FERPA policy enforcement is handled by the Office of the Registrar. Please use the links below for more information.

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### Point of Contact:

Information regarding the College's FERPA compliance procedures should be directed to the Office of Registrar Services & College Registrar at 404-756-4001 or email [registrar@atlm.edu](mailto:registrar@atlm.edu). Additionally, a request for FERPA information may also be sent through the mail by sending all relevant information to:

Office of Registrar  
Atlanta Metropolitan College  
1630 Metropolitan Parkway  
Atlanta, Georgia 30310

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### Compliance Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

**The right to inspect and review the student's education records within forty-five (45) days of the day the College receives a request for access.** Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes is inaccurate.** Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 responsibility.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlanta Metropolitan College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance  
Office of U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. The College has designated the following information as directory information: student's name; participation in officially recognized activities and sports; address; telephone listing; electronic mail address; photograph; degrees, honors, and awards received; major field of study; dates of attendance; grade level. If you do not want the College to disclose directory information without your prior written consent, you must notify the Office of Registrar in writing. To prevent the disclosure of directory information, you should contact the Office of Registrar at 404-756-4001 or via e-mail at [registrar@atlm.edu](mailto:registrar@atlm.edu) .