



Release of Student Record Information

MTSA Policy 5.1.301

Policy

MTSA shall comply with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended) (20 U.S.C. § 1232g) pertaining to the release of student records.

MTSA Internal Constituents

Student information, not identified as “Directory information”, shall only be available to MTSA employees that have a “need to know” and legitimate educational interest to carry out job related functions. The Dean, Program Administrator, and Coordinator of Academic Support shall maintain a list of current employees who have electronic access to student records to fulfill their job requirements. MTSA’s President, Dean, or Program Administrator may grant temporary authorization for electronic access. Any access, other than electronic, into a student’s record should be appropriately logged.

MTSA Clinical Affiliates

As completion of affiliations is a graduation requirement, students are required to sign a pre-release consent form. The following information shall have limited release (primarily to affiliate health care institutions where students may participate in clinical rotations), at the discretion of MTSA:

- ◆ evidence of health insurance
- ◆ evidence of liability insurance
- ◆ recommendations/references
- ◆ copies of health history including vaccinations
- ◆ academic record
- ◆ clinical record
- ◆ emergency information form
- ◆ background check
- ◆ drug screen results

Directory Information

Except as herein provided, all directory information may be released to appear in public documents and/or publications or may otherwise be disclosed without student consent; unless a written notice barring disclosure is filed in the Office of the Program Administrator and/or the Office of the VP for Advancement & Alumni of MTSA.

“Directory Information” at MTSA shall include the following student information:

- ◆ name
- ◆ home address
- ◆ local address
- ◆ telephone listing (home and cell phone)
- ◆ pager listing
- ◆ email address
- ◆ major field of study

- ◆ dates of attendance
- ◆ the institution(s) attended and from which degree(s) were earned
- ◆ clinical schedule
- ◆ degrees awarded and/or honors received
- ◆ student identification photographs
- ◆ any photographs or digital audio/video recordings taken as part of the educational program or at any School-related functions

Other Situations of Disclosure without Specific Consent

The FERPA guidelines: “allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- ◆ School officials with legitimate educational interest;
- ◆ Other schools to which a student is transferring;
- ◆ Specified officials for audit or evaluation purposes;
- ◆ Appropriate parties in connection with financial aid to a student;
- ◆ Organizations conducting certain studies for or on behalf of the school;
- ◆ Accrediting organizations;
- ◆ To comply with a judicial order or lawfully issued subpoena;
- ◆ Appropriate officials in cases of health and safety emergencies”

No official academic or clinical information concerning a student shall be released until all MTSA forms and records are updated and in proper form for release. Prior to the release of information, all currently enrolled students shall have no outstanding debt with MTSA. A health-related entity financially supporting a student during enrollment at MTSA may request/require periodic academic and/or clinical reports. MTSA shall release the information to such entities **only after receiving a written release from the student** specifying the entity to which information is to be released. The releases must be filed with the Records Office, which is under the supervision of the Dean and Program Administrator of the School.

Institutions may request that students complete an application for privileges. MTSA may act as a facilitator by providing the form and mailing it when completed by the student. This activity shall not constitute a release of records and no prior approval shall be required.

Prior to graduation, MTSA asks students to execute written release of record forms so there will be no delay in dispatching information to prospective employers. If a prospective employer requests record information and the release forms are on file and/or if the prospective employer supplies an authorization for release of records signed by the student/graduate, MTSA's Records Office will first return a standard form letter verifying the dates the student/graduate attended MTSA and the student's/graduate's graduation date, among other standard responses. Copies of the MTSA transcript may be included when deemed necessary for verification of the

information provided. Other requests for letters of reference about students or graduates will be reviewed on a case-by-case basis.

External Publication of Information

The MTSA Office of Advancement & Alumni will be the official clearing house for all publications targeted for external use (primarily used for marketing purposes, news release information, professional journal articles, *Airways* Newsletter, etc.) This Office is responsible for all communications to the media, for release of information regarding staff, faculty and students in attempt to provide a uniform, coordinated and professional posture in the community served. The Advancement Office representative has the right to prohibit newsmen from interviewing students, faculty and/or staff. It is the objective of this policy to provide accurate, timely and quality publications and media release information.

Student Record Review

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g) students have a right to review their educational record within 45 calendar days of making a request to the school's records coordinator. The Records Coordinator will then forward the request to the Program Administrator who will facilitate a meeting the educational record review.

Students also have a right to request that the school correct records they believe to be inaccurate or misleading by submitting a written request for amendment to either MTSA's President, Dean, or Program Administrator within 7 calendar days of discovery.

If the school decides an amendment to the record is not warranted, the student has a right to formal hearing. "After the hearing, if the school still decides not to amend the record, the ...eligible student has the right to place a statement with the record setting forth his or her view about the contested information" (99.31).

If student believes there is a violation of their rights under FERPA they are encouraged to contact the compliance office within 180 calendar days at:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
1-800-USA-LEARN (1-800-872-5327)
<http://www2.ed.gov/policy/gen/guid/fpco/index.html>