



Family Educational Rights and Privacy Act (FERPA)

Pursuant to the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99), Winonah School of Cosmetology has established a policy for the review, release and amendment of student records.

If a request to amend inaccurate information is denied, the school allows the student to request a hearing to challenge the contents of the education records, because the records are inaccurate, misleading, or violate the rights of the student.

Winonah School of Cosmetology requires written authorization from the student, (or parents/ guardians if less than 18 years of age,) before we will release any information about the student to any agency or prospective employer. Student’s records are protected under the Privacy Act and are treated with the utmost confidentiality by all personnel. Access to these records is available to the student or parents/ guardians if less than 18 years of age by appointment under supervision of the school. Governing and accrediting agencies have the right to review records. FERPA provides that “directory information” as defined by the school may be made available to the public unless within 10 business days after enrolling in a program at Winonah School of Cosmetology, a student delivers a written request to the School Director that the Directory Information on that student not be made public. Winonah School of Cosmetology defines directory information as a student’s name, address, telephone numbers, program attended and dates attended.

Students may obtain a “Release of Student Information Form – ZEN 1018” from the administration office. An Authorization to Release Future Professional Records form needs to be completed each time permission is given to release Future Professional information. The written consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

The student must sign giving the school permission. The school only releases the information designated on this form and will maintain a record of all release forms and requests for information in the student file. If a parent or eligible student so request, the school will provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, the school will provide the student with a copy of the records disclosed. It is highly recommended that students complete this form when they interview at salons and the salons contact the school about the student.

Generally, the school must have written permission from the parent or eligible student before releasing any information from the student’s record. However, the law allows schools to disclose records, without consent to the following parties:

- School officials with legitimate educational interests
- Other schools to which a student is transferring;
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse
- 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
- Individuals who have obtained court order or subpoenas
- Persons who need to know in cases of health and safety emergencies

A record will be maintained for business entities that can view student files without consent from the student or parent. (Form ZEN-1140)

Winonah School of Cosmetology makes a reasonable effort to notify the parent or eligible student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).