

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Amended: 2/1/2015

Lake Forest Graduate School of Management complies with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, by publishing an annual notice to students explaining their rights under the act.

Basic Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of these records (known as education records) maintained by an educational institution, as well as the access to these records.

It is the policy of Lake Forest Graduate School of Management, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure.

Educational Records

Educational records are all records that contain information directly related to a student and are maintained by Lake Forest Graduate School of Management. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images.

School Official

LFGSM will disclose education records without a student's prior written consent under the FERPA exceptions for disclosure to school officials with legitimate educational interests. A school official is a person employed by LFGSM in an administrative, supervisory, academic, or support staff person; a person or company with whom LFGSM has contracted as its agent to provide a service instead of using LFGSM employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or volunteers serving on an official committee, such as 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 responsibilities for LFGSM.

Student FERPA Rights

Under FERPA, students have the right to:

1. **inspect and review their own education records within 45 days of the day Lake Forest Graduate School of Management (LFGSM) receives a request for access.**

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar, the Registrar shall advise the student of the correct official to whom the requested should be addressed.

- 2. request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask LFGSM to amend a record should write the LFGSM official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If LFGSM decides not to amend the record as requested, LFGSM will notify the student in writing of the decision and the student's 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.

- 3. provide written consent before LFGSM discloses personally identifiable information from the student's education records, except to the extent FERPA authorizes disclosure without consent.**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Lake Forest Graduate School of Management (LFGSM), with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from student education records. However, Lake Forest Graduate School of Management may disclose appropriately designated "directory information" without written consent, unless students have advised LFGSM to the contrary in accordance with LFGSM's procedures. The primary purpose of directory information is to allow LFGSM to include this type of information from student educational records in certain school publications. Examples include:

- Student / alumni directory in <https://my.lfgsm.edu>, LFGSM's secure and password protected student and alumni database
- Commencement brochure
- Networking purposes at LFGSM events

REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

The items listed under **Directory Information** may be released in accordance with the federal Family Educational Rights and Privacy Act (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of **Directory Information**. Please consider carefully the consequences of any decision to withhold **Directory Information**. Should you decide to inform LFGSM not to release **Directory Information**, any future requests for such **Directory Information** from a third party (i.e. employers, employment agencies, etc) will not be confirmed without your written consent; at LFGSM events, your name cannot be disclosed to other attendees for networking purposes; LFGSM publications (such as commencement brochure, alumni directory) will not list your name or information about you without your written consent; and your name cannot be disclosed to employers requesting directory information on current LFGSM students and/or alumni.

Should you decide to withhold **Directory Information**, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information or you may cancel withhold directory. See instructions below.

Note to students about to graduate. The withhold directory flag will remain on your records after graduation if you have requested that the information be withheld. Therefore, we will not be able to verify your degree to potential employers without your written permission or cancellation of directory hold.

LFGSM will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permissions to release that information. Regardless of the effect upon you, LFGSM assumes no liability for honoring your request for information to be withheld.

LFGSM considers Directory Information as:

- Student's full name
- Address: home and work
- Date of Birth
- Employer affiliation and title
- Phone numbers: home, work, fax, & direct work line
- Email address: LFGSM student & alumni preferred
- Dates of attendance
- Degree conferred
- Major field of study and concentration
- Honors awarded
- Status: part-time, current, alumni, withdrawn
- Photograph

This form should be submitted to the Registrar's Office on or before the first day of the term. Forms will be accepted after these deadlines, but we cannot be responsible for the release of Directory Information prior to receiving the **Directory Information Withhold** request in the Registrar's Office. Email completed form to Registrar@lfgsm.edu.

DIRECTORY INFORMATION Withhold / Release Form

Withhold Directory Information

I want **Directory Information** to be withheld. (**Directory Information** includes all items listed above.) I understand the ramifications of doing so.

Name (print) _____

Last four digits SS# _____

Date _____

Signature _____

From the date this form is received in the Registrar's Office, we will honor your request to **Withhold Directory Information** until you request in writing that you wish to remove the **Withhold Directory Information** designation. You may authorize the release of information in writing on a transaction-by-transaction basis without removing the Withhold Directory Information designation.

Release Directory Information

I want **Directory Information** to be released (**Directory Information** includes all items listed above).

I no longer wish to prevent the disclosure of my **Directory Information** and release LFGSM from any responsibility to withhold open **Directory Information** from the date this form is received in the Registrar's Office.

Name (print) _____

Last four digits SS# _____

Date _____

Signature _____

From the date this form is received in the Registrar's Office, we will honor your request to **Release Directory Information**.