

# **STATEMENT OF COMPLIANCE WITH 1974 RIGHTS AND PRIVACY ACT**

## **1. GENERAL POLICY**

Under the authority of the Family Educational Rights and Privacy Act of 1974, a student has the right to examine certain files, records, or documents maintained by the school, which pertain to him/her. The school must permit a student to examine such records within 45 days after submission of a written request and to obtain copies of such records upon payment of the cost of reproduction.

A student may request that the school amend his education records on the grounds that they are inaccurate, misleading, or in violation of his right of privacy act. In the event that the school refuses to so amend the records, a student may request a hearing.

## **2. EDUCATIONAL RECORDS**

Educational records are all files, records, or documents maintained by the school that contain information directly related to the student. Each student has two separate files, an Education and Financial Aid file. The records are maintained by each individual department (Education and Financial Aid). When the student completes or withdraws, the two (2) files are combined and stored in the campus vault. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

## **3. EXEMPTIONS**

The following items are exempt for the Act:

A. Parents' Confidential Statement, Financial Need Analysis Report, and the Pell Eligibility Report.

B. Confidential letters of recommendation received by the school prior to January 1, 1975. As to such letters received after 1974, the Act permits a student to waive his right of access if the letters are related to admission, employment, or honors.

## **4. REVIEW OF RECORDS**

It is the policy of the school to monitor educational records to ensure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the student's circumstances.

## **5. ACCESS WITHOUT STUDENT CONSENT**

The school may release student information without written consent of the student to:

A. Other school officials who have legitimate interests.

B. Other schools where students have applied for admission. In this case, students must be advised that the records are being sent so that they may receive a copy and have an opportunity to review and challenge the records.

C. Authorized representative of the Department of Education and the Comptroller General of the United States.

D. State and local authorities, where required.

E. Accrediting agencies.

F. Parents of a student who is their dependent as defined in the Internal Revenue Code of 1954. However, the school is not required to release such records.

G. To comply with a court order or subpoena, provided that the student is notified prior to compliance.

H. In the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

#### ADDITIONAL COMPLIANCES

No qualified handicapped person shall (on the basis of handicap) be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any school related program or activity.

Delta Tech admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin, the administration of its educational policies, admission policies, grant and loan programs, and any school administered programs. Inquiries concerning the application of these laws and regulations to the school may be directed to:

Delta Tech  
517 Broad Street  
Lake Charles La 70601

Or

United States Department of Education  
Case Management and Oversight  
P.O. Box 44805  
L'Enfant Plaza Station  
Washington D.C. 20026-4805



Education Department  
517 Broad Street • Lake Charles, LA 70601 • (337) 439-5765

**NOTICE TO STUDENTS**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) of 1974 is a federal law which sets forth requirements regarding the privacy of student records. For complete information regarding FERPA, please visit <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies;
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Delta may disclose **without consent**, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If you **do not** wish to have "directory" information released, please provide a written statement to the Registrar.

I have read and understand my rights under the FERPA law. I am aware that any inquires and/or requests pertaining to my educational records can be made in the Financial Aid or Education offices.

Printed Name	Student's Signature	Date
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I grant permission to the person named below to have access to and / or inquire about my student records.

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Person's Name Granted Permission

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Relationship to Student

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Person's Name Granted Permission

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Relationship to Student

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Person's Name Granted Permission

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Relationship to Student

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Person's Name Granted Permission

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Relationship to Student