



NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (“FERPA”) is a Federal Law that protects the privacy of personally identifiable information in education records relating to a learner. Learners attending Nightingale College (“the College”) have the following rights under FERPA:

1. The right to inspect and review educational records.

To inspect educational records, a learner must submit a written request to the Registrar clearly identifying the records they wish to access. The Registrar will then arrange a time and place for the learner to review the records and provide notification accordingly. To submit a request to access your records, please email: registrar@nightingale.edu.

2. The right to request amendment of educational records that are believed to be inaccurate, misleading, or otherwise in violation of privacy rights under FERPA.

Any learner who wishes for the College to amend a record should submit a written request to the Registrar, clearly identifying the part of the record the learner wishes to change and the reason for the change request. If the College decides not to amend the record as requested, the learner will be notified in writing of the decision and informed of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the learner at the time of notification.

3. The right to have prior written consent for the disclosure of personally identifiable information (“PII”) contained in learner records.

Subject to any exception permitting disclosure without consent under FERPA, learners have the right to require prior written consent before any personally identifiable information (PII) contained in education records is disclosed to third parties.

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

If you wish to file a complaint under FERPA, you should do so by completing the FERPA complaint form available [here](#). Once you have completed the form, you may either e-mail it to SPPO at FERPA.Complaints@ed.gov, or mail it to the following address:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520