

**REVISION RECORD**

Revision Number	Date	Pages	Revision Description	Initials
Original	5/29/14	All	Original Document	tjy
1	4/5/16	1	Inserted revision record	tjy
2	1/8/20	All	New logo	tjy

## Family Education Rights and Privacy Act (FERPA)

The School of Missionary Aviation Technology receives and stores student information of a confidential nature. This may include payments from students, parents or other customers in the form of checks, money orders, cash or credit/debit cards. It may also include financial assistance documents, registration documents, transcripts, grades and additional academic data. FERPA mandates that any unauthorized personnel, including employees who have no need for the file information, be excluded from having access to the student files.

In order to comply with safeguarding this information as well as related personal information, SMAT will adhere to the following policy.

### **The following “directory” information may be disclosed without consent**

- Student's name
- Address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance

Academic records which include grades, attendance, and transcripts issued by instructional staff are kept as hard copies with the Director of the program area in which the student is enrolled. These records are available to the student upon request. The Federal Aviation Administration requires that these be maintained for a minimum of two years.

Eligible students will be informed about directory information and students will be allowed a reasonable amount of time to request that the school not disclose directory information about them. SMAT will further advise students about their rights under FERPA in the Catalog, Student Handbook and student orientation.