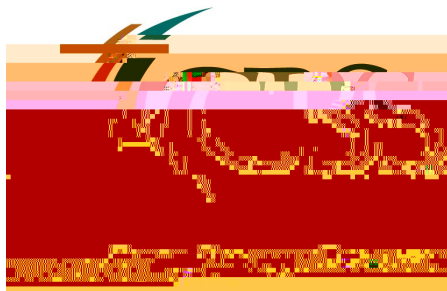


- a. a person employed by CBS in an administrative, supervisory, academic, research, or support staff position
- b. a person elected to the Board of Directors
- c. a person employed by or under contract to CBS to perform a special task, such as an attorney or auditor

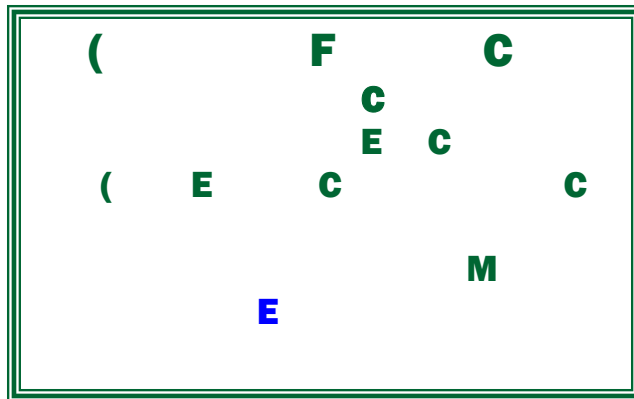
A school official has a legitimate educational interest if the official is:

- a. performing a task that is specified in his or her position description or by a contract agreement
- b. performing a task related to a student's education
- c. performing a task related to the discipline of a student
- d. providing a service or benefit relating to the student or student's family, such as advising, job placement, financial aid, or housing assistance




The exceptions:

- a. to school officials with a legitimate educational interest
- b. to officials of another school in which the student seeks to enroll
- c. to certain federal, state, and local authorities in connection with an audit or evaluation of state or federally supported educational programs
- d. to anyone providing financial aid to the student
- e. to organizations conducting studies on behalf of CBS
- f. to accrediting organizations
- g. to comply with a judicial order or subpoena
- h. to appropriate parties in a health or safety emergency
- i. to the student
- j. to the Internal Revenue Service in compliance with the Taxpayer Relief Act
- k. to the Department of Veterans Affairs



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Guidelines



The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records.

The Act provides for the right to inspect and review educational records, to seek to amend those records, and to limit disclosure or information from the records. The Act applies to all institutions that are the recipients of federal funding.

Students who are currently enrolled or formerly enrolled regardless of their age or parental dependency status. FERPA does not apply to deceased students or persons who have applied but have not attended.

With certain exceptions, an educational record is:

- a. any record from which a student can be personally identified, and
- b. maintained by CBS or an authorized party

Educational records include any records in the possession of an employee that are shared with or accessible to another individual. The records may be handwritten, print, magnetic tape, film, diskette, or some other medium. A student has the right to access these records. FERPA does not require that certain records be kept. This is a matter of institutional policy and/or state regulations

- a. sole possession records or private notes held by educational personnel which are not accessible or released to other personnel
- b. law enforcement or campus security records which are solely for law enforcement purposes
- c. records relating to individuals who are employed by the institution (unless employment is contingent upon school attendance)
- d. records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed only to individuals providing treatment
- e.