

**STUDENT RECORDS**  
**Family Educational Rights & Privacy Act Policy (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Bos-Man's Barber College will follow the doctrines of the Family Educational Rights & Privacy Act (*FERPA*) Policy & guarantees the right of students to gain access to his/her files. **Only students and parents or guardians of dependent minors are allowed access to that respective students school records.** Progress reports are available for students to keep track of their individual progress. A report of all students combined hours are forwarded to the Louisiana State Board of Barber Examiner's office monthly or as requested.

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 (34 CFR § 99.31):

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

All students of BBC will have their performances evaluated on a regular basis. Examinations are given after each subject studied. A student file is maintained and records kept of each student's financial status, graduation date(s), hours, attendance, test scores, evaluations, and any student advising.

School records will be released only with the written consent of the student or parents of dependent students. Please see a BBC school official for an official "Release of information consent" form.

BBC may satisfy the emergency notification requirements of the Clery Act §668.46 as follows: (1) Provide students and employees a single notification through our text notification application informing them about COVID-19 and necessary health and safety precautions, as well as encouraging them to obtain information from health care providers, state health authorities, and the CDC's COVID-19 website; or (2) create a banner at the top of the institution's homepage containing the same information.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.