



NEW HAMPSHIRE INSTITUTE OF ART

148 Concord Street ♦ Manchester, NH 03104-4858 ♦ (603) 623-0313 ♦ Fax (603) 641-1832

ANNUAL NOTICE TO STUDENTS FALL 2008 THRU SUMMER 2009

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This packet contains the following:

1. **GUIDE TO THE RELEASE OF STUDENT INFORMATION.**
2. **AUTHORIZATION TO DISCLOSE EDUCATIONAL RECORD INFORMATION TO PARENT(S) OR GUARDIAN(S) FALL 2008 THRU SUMMER 2009**
3. **REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION FALL 2008 THRU SUMMER 2009**

FORMS MUST BE FILLED OUT BY ALL STUDENTS OF
THE NEW HAMPSHIRE INSTITUTE OF ART



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ANNUAL NOTICE TO STUDENTS FALL 2008 THRU SUMMER 2009

THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (F.E.R.P.A.)

Annually the New Hampshire Institute of Art (NHIA) informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This Act, which NHIA intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act.

GUIDE TO THE RELEASE OF STUDENT INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the student has the right to inspect and review their Education Records within 45 days of the request to inspect; request an amendment to their Education Records; a hearing if their request for an amendment is unsatisfactory; or file a complaint with the US Department of Education.

School officials within the Institute may obtain information from Education Records without obtaining prior written consent. The Institute determines the criteria for who will be considered *school officials* and what *legitimate educational interests* school officials have to be allowed access to Education Records.

Students do not have the right to parental or guardian financial information; confidential letters and recommendations used for admission purposes (for which the student has waived the right of inspection), and confidential letters and recommendations written prior to January 1, 1975; Education Records containing information about more than one student (students are permitted access to that part of the records which pertains only to the inquiring student);

Directory Information. The New Hampshire Institute of Art designates the following as public or Directory Information that may be released without a student's written consent at any time to any persons or agencies deemed to have a legitimate interest:

- Student name
- Home address, telephone number and email address
- Campus address, telephone number and email address
- Date and place of birth
- Photographs
- Relationship to an alumnus or alumna of the Institute
- Participation in officially recognized extracurricular activities and sports
- Concentration of study and degree sought or completed
- Full or part time enrollment status and classification (freshman, sophomore, junior, senior, graduate)
- Dates of attendance
- Date of graduation
- Degrees, awards and honors received
- Expected date of completion of degree, requirements and graduation
- Most recent previous education agency, institution, college or school attended
- Grade level

on. Except for the Directory Information listed above, confidential information, from Education Records cannot be released to a third party without written consent from the student. A consent form may be obtained from the Registrar in the Registration office at Fuller Hall. The information listed below is considered confidential.

- Social Security Number
- Race
- Gender
- Religion
- Country of citizenship
- Courses selected
- Schedule of Classes
- Grades
- GPA
- Academic evaluations
- Financial Aid or account information
- Information not specified under “Directory Information”

Exceptions are: school officials employed by the Institute with *legitimate educational interests* in an administrative, supervisory, academic, research, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities; officials of another school, upon written request, in which a student seeks or intends to enroll (including student exchange programs); a person or company with whom the Institute has contracted such as an attorney, auditor, collection agent, insurance agent, or official of the National Student Loan Clearing House; financial aid institutions to determine eligibility, amount of aid, conditions of aid and to enforce terms and conditions of aid; standardized testing institutions; a person serving on the Board of Trustees; a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; by court order or certain types of subpoenas; in court proceedings with the student; appropriate parties in a health or safety emergency, state and local educational authorities in connection with certain state or federally supported programs; Veterans Administration officials; the Comptroller General of the United States; The Secretary of the US Department of Education; the US Attorney General (Law Enforcement only) and accrediting organizations to carry out their functions.

Disclosures to Victims of Crime: A student, as a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, may obtain information that only includes the final results of any disciplinary proceedings conducted by the New Hampshire Institute of Art. This information is limited to: name of the student, violation committed, and any sanction imposed by the NHIA against the student. NHIA may not disclose the name of any other student, including a victim or witness, without prior written consent of the other student.

Definition of Terms:

Directory information: is defined as information not normally considered a violation of a person’s privacy.

Education Records: any record maintained by the New Hampshire Institute of Art that is directly related to a student or students. The record does maintain the student’s name, campus or home address, social security number, NHIA student number and can contain information from which an individual student may be personally identified. Records include files, documents, artwork and materials that are handwritten, printed, video taped, copied to disk, filmed, on microfilm or microfiche. It does **not include:** law enforcement records; employee records other than work-study; doctor/patient privileged documents; alumni records; or observational notes.

A School Official at New Hampshire Institute of Art: can be a person employed by the Institute in an administrative, supervisory, academic, research or support staff position (including any health staff personnel); Elected to the Board of Trustees; A company employed by or under contract to the Institute to perform a special task such as an attorney, auditor or collection agency; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

Legitimate Educational Interest at New Hampshire Institute of Art: is defined as the demonstrated need-to-know by those officials of an institution who act in the student’s educational interest, including faculty, administration, clerical and professional employees, agents or contractors and other persons who manage student records information. Any School Official who needs information about a student in the course of performing instructional, supervisory, advisory, contractual or administrative duties for the Institute has a Legitimate Educational Interest. A School Official has a Legitimate Educational Interest if the official needs to review Education Records in order to fulfill his or her professional responsibilities.



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AUTHORIZATION TO DISCLOSE EDUCATIONAL RECORD INFORMATION TO PARENT(S) OR GUARDIAN(S) FALL 2008 THRU SUMMER 2009

E Please print clearly				
STUDENT INFORMATION				
Last Name	First Name	MI	ID #	M-Male F-Female
E-Mail				
Phone			Cell Phone	

I do not wish to disclose educational record information to parents or guardians

I (please print) _____ give the New Hampshire Institute of Art permission to disclose to my parent(s) or guardian(s) named below, information from my: (Call that apply)

Academic Records
 Billing Records
 Financial Aid Records

Academic Records include not only grades earned but also information regarding academic probation, suspension, dismissal and administrative withdrawal from the Institute.

PARENT(S) OR GUARDIAN(S) INFORMATION (PLEASE PRINT)			
Last Name	First Name	M-Male F-Female	
Address	City	State	Zip
Last Name	First Name	M-Male F-Female	
Address	City	State	Zip
Last Name	First Name	M-Male F-Female	
Address	City	State	Zip
Last Name	First Name	M-Male F-Female	
Address	City	State	Zip

Student's Signature

Date

****MUST BE SIGNED AND RETURNED TO THE REGISTRAR****



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REQUEST TO *PREVENT* DISCLOSURE OF DIRECTORY INFORMATION FALL 2008 THRU SUMMER 2009

The following is considered *Directory Information* at NHIA and can be made available to the general public, persons or agencies deemed to have a legitimate interest. Under the provisions of FERPA you have the right to request that Directory Information be withheld from disclosure. To request Directory Information be withheld, this signed request must be received in the Registrar's office by 12noon on the last day to add/drop classes for the Fall 2008 semester as listed in the academic calendar in your Student Handbook. This authorization is valid for the fall 2008, spring 2009 and thru summer 2009 semesters.

Please be aware that by signing this form, your name will be withheld from honors lists such as the Commencement Program, and information concerning your attendance or graduation status will not be released to prospective employers.

Directory Information. The New Hampshire Institute of Art designates the following as public or Directory Information which may be released without a student's written consent:

- Student name
- Home address, telephone number and email address
- Campus address, telephone number and email address
- Date and place of birth
- Photographs
- Relationship to an alumnus or alumna of the Institute
- Participation in officially recognized extracurricular activities and sports
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- Dates of attendance
- Date of graduation
- Degrees, awards and honors received
- Expected date of completion of degree, requirements and graduation
- Most recent previous education agency, institution, college or school attended
- Grade level

Should you wish any cancellations or exceptions to this policy, it is your responsibility to submit a request in writing to the Registrar. The New Hampshire Institute of Art assumes no liability for honoring your instructions that such information be withheld.

By signing below, I hereby request that the New Hampshire Institute of Art **not** release any Directory Information from my Educational Records unless otherwise authorized by my written consent. I have read the above paragraphs and understand and agree to those provisions.

Student's Signature

Date

Name (please print)

****MUST BE SIGNED AND RETURNED TO THE REGISTRAR****