

PRIVACY RIGHTS AND STUDENT ACCESS POLICY

The School will provide any student (or in case of a student who is under the age of 18 and a dependent minor, the student's parent or legal guardian), the opportunity to review the student's records, and to seek correction of information contained in those records, and will deny disclosure of information from the records to unauthorized persons without the signed, specific written consent of the student (or the student's parent or legal guardian, if the student is a dependent minor). Authorized persons include, the school staff, Ohio State Cosmetology and Barber Board, National Accrediting Commission of Career Arts and Sciences staff and representatives, and other individuals permitted to access student records in accordance with FERPA. All student records are secured from theft or damage for a period of ten years as required by law. Any student (or eligible parent or guardian) wishing to review the appropriate file may schedule an appointment by making a written request to the Administrative Office. The review will be scheduled at a mutually convenient time within 30 days of the written request, at which time the reviewer may request correction of, add a statement to, or request copies of any or all of the records. A charge of 50 cents per page will be made for copying such records.