

**FAMILY EDUCATION RIGHTS TO PRIVACY ACT (FERPA)  
ANNUAL NOTIFICATION STATEMENT**

The following notification statement is made available to students enrolled at Valley Forge Military College (VFMC) to apprise them of their rights concerning access and review of their education records maintained at the College.

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar, Commandant's Office, Business Office or Financial Aid, a written request that identifies the record(s) they wish to inspect. The College Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees, in-service providers to provide university services and functions. 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 responsibility.
4. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intend to enroll. Examples of this are any collaborative programs that Valley Forge Military College is involved in with consortium, articulation or transfer agreements. VFMC may also disclose information to another College or University that a student intends to transfer to.
5. The right to file a complaint with the U.S. Department of Education concerning failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605

Directory Information: VFMC shall disclose nothing more than "directory information" without the student's written consent, unless the Family Educational Rights and Privacy Act of 1974 permits the disclosure. One of those permissible disclosures is to faculty who has a legitimate educational interest. The following are considered to be "directory information": the student's name, university email address, major field of study, dates of registered attendance, enrollment status (e.g. part time, full time), participation in officially recognized activities and sports, any degrees received and date conferred, honors and awards received, rank, student photo and weight and height of athletes. A student may refuse to permit disclosure of "directory information" by submitting in person to the Office of the Registrar, Sorley House, at any time a written statement of such refusal.