



Word of Life[®]
Bible Institute

Confidentiality of Student Records

2023–2024

CONFIDENTIALITY OF STUDENT RECORDS

A. Privacy Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments give schools clear guidelines on the privacy of student records. This notice is given to inform you of your rights as a student and to help you understand how to access and disclose information from your educational records.

B. Definitions

Educational Records: With certain exceptions, educational records are those records, files, documents, and other materials that contain information directly related to the student and are maintained by an employee or representative of the school.

School Official: A person employed by Word of Life Bible Institute in an administrative, academic, research, or support staff position; a member of the board of directors; or a student serving in an administrative support role or on an official committee, such as a disciplinary or grievance committee.

Legitimate Educational Interest: 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 for Word of Life Bible Institute.

Directory (public) Information: In accordance with the Act, Word of Life Bible Institute designates the following information as directory information: student name, address (home, current, and email), telephone (home and current), photo, student ID, program of study, awards, recent school attended, enrollment status, dates of attendance, participation in official organizations and sports, and height and weight of sports team members.

C. Students' Rights Under FERPA

1. You have the right, with certain exceptions, to inspect your educational records. Requests should be made to the Registrar's office or to the Executive Dean of Student and Guest Experiences' office and will be granted within a reasonable timeframe not to exceed 45 days from the original request.
2. You have the right to request the amendment of your educational record that you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. You must make a written request, including signature and date to the Registrar's office or to the Executive Dean's office for an amendment to be considered. Additional information regarding the request process will be provided to you at the time the initial request is made.
3. You have the right to provide written consent before the Bible Institute discloses elements of your educational records except to the extent that FERPA authorizes disclosure without consent. The Bible Institute may disclose information without consent to school officials with legitimate educational interest and information that Word of Life has identified as directory information. A complete list of FERPA allowable disclosures without consent may be obtained from the Registrar's office or the Executive Dean's office
4. You have the right to withhold the disclosure of directory information. If you exercise this right, Word of Life Bible Institute will not disclose any directory information to parties that may be seeking this information without your written consent. Withholding of this information may cause delays in maintaining insurance coverage and applying for transfer to other institutions and must be exercised with great caution. Written requests to opt-out of directory information disclosure must be made to the Registrar's office or to the Executive Dean's office.
5. You have the right to file a complaint with the US Department of Education concerning alleged failures by Word of Life Bible Institute to comply with the requirements of FERPA. Complaints should be sent to:

Family Policy Compliance Office
U.S. Department of Education 4
00 Maryland Ave SW
Washington D.C. 20202