



Transportation Guidance & Assistance Truck Driving School  
1115 S. Taylor Ave Montebello, CA 90640  
[www.CAtruckschool.com](http://www.CAtruckschool.com)

## FERPA Annual Notification of Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older, or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Transportation Guidance & Assistance Truck Driving School (TGA) receives a request for access. A student should submit to the School Director a written request that identifies the record(s) the student wishes to inspect. The school 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 school 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask TGA to amend a record should write the School Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - If TGA decides not to amend the record as requested, TGA will notify the student in writing of the decision and inform the student of their 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 provide written consent before TGA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without prior consent.
  - TGA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by TGA in an administrative, supervisory, academic, research, or support staff position; or a person serving on the board of trustees. A school official also may include a volunteer or contractor outside of TGA who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for TGA.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TGA 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 Avenue, SW  
Washington, DC 20202.

The act further provides that certain portions of the of the student record are deemed **directory information** and may be released without the student's written permission. Directory information includes student's full name, addresses, email addresses, telephone listings, date of birth, field of study, degrees and awards received, most recent previous school attended, photograph, dates of attendance, and enrollment status.

Note: A student may request that all directory information be kept confidential by contacting the Student Services Department and completing a Revocation of FERPA Release Form or by submitting a written request to the School Director. The request should be dated and signed by the student.

TGA may disclose PII from a student's education records:

- To other school officials, including teachers, within TGA whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions (such as to provide student housing assistance), as permitted under FERPA.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State's postsecondary authority that is responsible for supervising TGA's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To appropriate parties in connection with a health or safety emergency, where knowledge of the information is necessary to protect the health and safety of others, including to the housing provider, if a student engages in behavior that endangers the health and safety of others, or makes statements threatening to engage in such behavior.

- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her, as permitted under law.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.