Annual Notification of Student Rights Under FERPA

Academy for Jewish Religion California

1 LMU Drive, Suite 3400, Los Angeles, CA 90045

Academic Year **2026-2027**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 C.F.R. Part 99, gives students certain rights over their education records. At AJRCA these rights belong to every student once they are in attendance, whether they study on-site or by distance education. Applicants who have not enrolled are not covered by FERPA.

You have the right to:

1. Inspect and review your education records.
2. Request amendment of records you believe are inaccurate or misleading.
3. Consent before AJRCA discloses personally identifiable information from your records, except where law permits disclosure without consent.
4. File a complaint with the U.S. Department of Education.

Each right is explained below, followed by AJRCA's directory-information policy and the additional protections that apply under California law.

1. Right to inspect and review education records

You may inspect and review your education records within 45 days after AJRCA receives your request.

- Submit a written request to the Director of Student Affairs at tfulton@ajrca.edu identifying the records you wish to inspect.
- The Director of Student Affairs will arrange access and tell you the time and place. If the records are not maintained by the Director of Student Affairs, you will be told the correct official to address.
- AJRCA may charge $1 per page for hard copies; but will not charge to search for, retrieve records or provide records electronically.
- You do not have a right to inspect: financial records of your parents; confidential letters of recommendation for which you signed a waiver of access; records containing information about other students (only the portion about you will be shown); and sole-possession notes of faculty or staff.

2. Right to request amendment of education records

You may ask AJRCA to amend a record you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

- Write to the Director of Student Affairs, clearly identify the part of the record you want changed, and explain why.
- If AJRCA decides not to amend the record, it will notify you in writing of the decision and of your right to a hearing. Hearing procedures will be provided with that notice.

- If the hearing upholds the decision, you may place a statement in your record commenting on the contested information. AJRCA will keep that statement with the record and disclose it whenever the contested portion is disclosed.
- This process may not be used to challenge a grade, an evaluation's academic judgment, or a disciplinary decision; those follow the procedures in the Academic Catalog

3.Right to consent to disclosure

AJRCA will not disclose personally identifiable information (PII) from your education records without your prior written consent, except as FERPA allows. A valid consent must be signed and dated, name the records to be released, state the purpose, and identify the recipient. Consent forms are available from the Director of Student Affairs.

School officials with a legitimate educational interest. AJRCA may disclose records without consent to school officials who need them to fulfill their professional responsibilities. A **school official** is:

- a person employed by AJRCA in an administrative, supervisory, academic, research, or support-staff position, including faculty, clinical pastoral education (CPE) and field-placement supervisors acting for AJRCA, and security or health staff;
- a member of the Board of Trustees or of an AJRCA committee, such as a disciplinary, grievance, or ordination review committee;
- a student serving on an official committee or assisting another school official; or
- a contractor, consultant, volunteer, or other outside party performing a service AJRCA would otherwise use its own employees for, who is under AJRCA's direct control over the use and maintenance of the records.

A school official has a **legitimate educational interest** if the official needs to review an education record to fulfill a professional responsibility for AJRCA.

Disclosures permitted without consent

Under 34 C.F.R. § 99.31, AJRCA may also disclose PII without consent:

1. To officials of another school where you seek or intend to enroll, or are already enrolled, for purposes related to your enrollment or transfer.
2. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education, or state and local educational authorities, for audit, evaluation, or enforcement of federal or state education programs.
3. In connection with financial aid you have applied for or received, to determine eligibility, amount, or conditions, or to enforce its terms.
4. To organizations conducting studies for, or on behalf of, AJRCA to develop tests, administer aid, or improve instruction.
5. To accrediting organizations, including the WASC Senior College and University Commission (WSCUC), to carry out accrediting functions.
6. To parents of a student who is claimed as a dependent for federal income tax purposes.
7. To comply with a judicial order or lawfully issued subpoena, after reasonable advance notice to you unless the order or subpoena prohibits it.
8. To appropriate parties in a health or safety emergency.
9. Information AJRCA has designated as directory information, subject to your right to opt out (below).
10. To a victim of an alleged crime of violence or non-forcible sex offense, the final results of a disciplinary proceeding against the alleged perpetrator.

11. To the general public, the final results of a disciplinary proceeding if AJRCA determines you are an alleged perpetrator of a crime of violence or non-forcible sex offense and you violated AJRCA's rules or policies.
12. To parents of a student under age 21, regarding a violation of law or AJRCA policy on alcohol or controlled substances.
13. Information concerning registered sex offenders provided under 34 U.S.C. § 20901 et seq.

AJRCA keeps a record of these disclosures, except those to school officials, those of directory information, and those you consented to, and you may review it.

Military recruiters (Solomon Amendment). Federal law, 10 U.S.C. § 983, separately requires AJRCA to give military recruiters certain "student recruiting information" on request. AJRCA will not release this information for any student who has opted out of directory information.

Directory information and your right to opt out

AJRCA designates the following as directory information, which it may release without your consent:

- Name, AJRCA email address, phone number and residency location; City, State, Providence, Country etc.. (Street address is not part of the directory.)
- Program of study (for example, Rabbinical, Cantorial, Chaplaincy, Jewish Studies) and enrollment status (full-time, part-time, on-site, distance)
- Dates of attendance and anticipated graduation date
- Degrees, ordination, certificates, and honors received, with dates
- Most recent previous institution attended
- Participation in officially recognized activities, and photographs or recordings from AJRCA events and ordination ceremonies

AJRCA does not designate Social Security numbers, citizenship or immigration status, religious denomination or observance, grades, or financial information as directory information.

To opt out, submit a written request to withhold directory information form to the Director of Student Affairs by November 5, 2026. Your request stays in effect until you revoke it in writing, including after you leave AJRCA. Opting out means AJRCA will not confirm your enrollment or degree to employers, congregations, or other callers without your written consent, and your name will be omitted from ordination and commencement programs.

Additional protections under California law

California law adds the following protections for AJRCA students. Where FERPA and California law differ, AJRCA follows whichever gives you greater protection, unless federal law requires otherwise.

Constitutional right of privacy. Article I, Section 1 of the California Constitution lists privacy among the inalienable rights of all Californians. AJRCA handles student information consistent with that right.

Personal social media (Cal. Educ. Code §§ 99120–99122). AJRCA and its employees and representatives will not require or request that you, an applicant, or a student group:

- disclose a username or password for personal social media;
- access personal social media in the presence of an AJRCA employee or representative; or

- divulge any personal social media information.

AJRCA will not discipline or penalize you for refusing such a request. This does not limit AJRCA's ability to investigate alleged misconduct or violations of law. AJRCA's full Social Media Privacy Policy is posted at https://ajrca.edu/social-media-privacy-policy/.

Immigration and citizenship status (Cal. Educ. Code § 66093.3). Unless disclosure is permitted by state and federal education privacy law, AJRCA faculty and staff will not discuss or reveal any student's personal information, including immigration status, with anyone. AJRCA does not designate citizenship or immigration status as directory information. Requests from immigration officers for student records or campus access are referred toDirector of Student Affairs and are honored only as required by law, such as by a valid judicial warrant or court order.

Social Security numbers (Cal. Civ. Code § 1798.85). AJRCA will not publicly post or display your Social Security number, print it on any ID card or badge, require you to send it over the internet without a secure connection or encryption, or print it on materials mailed to you unless required by law.

Data security breaches (Cal. Civ. Code § 1798.82). If your unencrypted personal information held by AJRCA is, or is reasonably believed to have been, acquired by an unauthorized person, AJRCA will notify you as required by California law. If a single breach affects more than 500 California residents, AJRCA will also submit a sample notice to the California Attorney General.

Name and gender changes. Current and former students may ask the Director of Student Affairs to update their records with a legally changed name or gender and to have transcripts and diplomas reissued. Graduating students may request that their chosen name appear on their diploma.

Recorded classes. Distance-education sessions that AJRCA records and maintains may be education records. California generally requires the consent of all parties to record a confidential communication (Cal. Penal Code § 632), so AJRCA notifies participants when a class or advising session is being recorded. Students may not record or distribute class sessions without the instructor's permission.

4. Right to file a complaint

If you believe AJRCA has failed to comply with FERPA, you may file a complaint with the federal office that administers it:

Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 studentprivacy.ed.gov

You are also encouraged to raise concerns first with AJRCA. Concerns about the California provisions above may be directed to the [FERPA compliance officer] listed below.

AJRCA contacts

Purpose	Contact
Inspect, amend, or consent to release	Tiffiny Fulton, Director of

of records	Student Affairs tfulton@ajrca.edu (213) 884-4133
Opt out of directory information	request form at https://fill.boloforms.com/signature/1QBi_yb5ynb9jkWcuUKXPaVfQ1iZKWGvsM-0sOGqusxQ?p=view#googtrans(en) Questions: tfulton@ajrca.edu (213) 884-4133
Financial aid records	Lauren Goldner, Financial Aid Administrator lgoldner@ajrca.edu (213) 884-4133
Privacy complaints and data security concerns	Tiffiny Fulton, Director of Student Affairs tfulton@ajrca.edu (213) 884-4133