RIGHTS AND PRIVACY

LSMSA operates under the requirements of the Family Educational Rights and Privacy Act of 1976 (FERPA). (See "FERPA Notification"). In accordance with those requirements, LSMSA will disclose a student's education records to other parties under the conditions referenced below:

REQUESTS FOR EDUCATION RECORDS

Disclosure* of a student's education records to other parties **without consent** of the parent/guardian or eligible student (over 18 years of age or emancipated under Louisiana law):

1. To school officials, including teachers, within LSMSA who have a legitimate educational interest in the education records of the student.
2. To contractors, consultants, volunteers, and other outside service providers used by LSMSA to perform institutional services and functions.
3. To officials of another school, school system, or postsecondary institution where a student seeks or intends to enroll or a school to which a student transfers.
4. For research purposes, when non-personal, statistical data is requested.
5. Directory information (name, address, date of birth, hometown, telephone number, dates of attendance, etc.) will be disclosed unless a written request that the information be withheld is submitted **by August 31 each year**.

* Disclosure means permitting access to or the release, transfer, or other communication of personally identifiable information from education records to any party by any means.

AMENDMENT OF RECORDS

Parents or legal guardians of each enrolled or previously enrolled student have a right to inspect and review their child's educational records and to challenge the accuracy of those records. Parents, guardians, or eligible students who seek to have the educational record amended must submit a written request. The challenge procedure includes a full and fair opportunity to present evidence at a hearing. (Students eighteen years of age and over, and postsecondary students under eighteen years of age, also have these rights.)

TRANSCRIPT REQUEST

Transcripts will be sent at the written request of students or their parents. Transcript Request Forms are available in the Registrar's Office; however, a letter which includes all of the information needed (student's name, SSN, year of graduation, and the name and address of the recipient) is acceptable for requesting transcripts. Picture identification may be required to verify authorization.

STANDARDIZED TEST SCORES

Traditionally, transcripts have included SAT and ACT scores, hand posted at LSMSA. Most colleges and universities have moved to using the scores they receive from College Board and ACT as the official, final scores for students. In light of this national trend, and in response to a request by College Board, LSMSA will no longer include standardized test scores on student transcripts. Students must request that testing companies submit score reports directly to the college or university.

Registration for both tests includes the submission of four free score reports to the college or scholarship organizations of the student's choice. Additional score reports may be requested at a later date for a fee.

More information is available at www.collegeboard.com (SAT) and www.act.org (ACT).

ENROLLMENT STATUS FORM

The Enrollment Status Form is available in the Registrar's Office. Information on the form includes the student's name, home address, date of birth, social security number, classification, and the name and address of the school. There are many uses for the form, but it is most often used at the time a student applies for a driver's license or verification of enrollment for insurance coverage.

Any communications regarding student performance shall be communicated to the parents, legal guardians, or person(s) granted custody as specified in the Registrar's Office.

WITHDRAWING FROM LSMSA

Students who withdraw from enrollment in LSMSA must complete an official LSMSA withdrawal form. The withdrawal form is available from the Registrar's Office Monday through Friday or from the residence hall staff member on duty on Saturday or Sunday. The withdrawal form must be completed by the student or parent/guardian before leaving the campus. Signatures verifying clearance with teachers, residence hall staff, Budget Office, and director of academic services are required on the form.

An official transcript will be sent to the receiving school system upon request when the withdrawal process has been completed and financial obligations have been paid.

LSMSA is a two-year or three-year program, depending on admission as a sophomore or as a junior and continued eligibility as a student in good standing. Except for those few students admitted for the senior year only, students must attend for the full two or three years and must fulfill all requirements to receive an LSMSA diploma. (See "Graduation Process").