

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
“The Buckley Amendment”

Family Educational Rights and Privacy Act , requires educational agencies or institutions to provide parents of students and eligible students access to the education records of such students with certain limitations.

Students must be notified on an annual basis of their rights under the Act. The student has a right to know what types of information are maintained in the record, how access can be gained, and what criteria is used for disclosure of the record to other persons. The institution must provide access to official educational records directly related to the students and give students an opportunity to challenge such records on the basis of accuracy. The institution is prohibited from permitting access to educational records or personally identifiable information other than directory information about the students without their written consent except to specific persons and agencies (as indicated in [University Policy 09-08-01](#)). The institution must keep a record of all persons or agencies to whom personal information is supplied.

The University of Pittsburgh School of Medicine will publish a directory yearly which includes the name and picture, as well as the local telephone, email address, pager (if applicable), undergraduate institution and degree of each student. For historical purposes, the hometown is also noted. This will include currently registered students as well as those students on a leave of absence expected to return in the future. Students may exclude their information from this publication by written request to the Office of Student Affairs. Further guidance about directory information is found in [University Policy 09-08.01](#).

Notification of rights guaranteed under PL 93-380 and procedures pertaining thereto is provided all students by means of this publication in the Student Handbook. [University Policy 09-08-01](#) is on file in the Office of Student Affairs in the School of Medicine of the University website.

MAKEUP OF STUDENT FILE: Upon matriculation, a portion of the admission file is transmitted to the Office of Student Affairs to become the educational record. This record consists of: 1) **AMCAS application**; 2) **undergraduate transcripts**; 3) **correspondence related to undergraduate education**; 4) **AAMC status report**. All admission related material (interview reports, letters of recommendation) are purged. Documents to be added to this record during the course of your education are: 1) **student health record**; 2) **USMLE scores**; 3) **correspondence related to academic status**; 4) **course evaluations**; 5) **Medical School academic record**; 6) **Dean's letter of evaluation**; 7) **Information related to professional behavior or integrity issues**. All records are archived one year post graduation.

ACCESS: The student may peruse the educational record at any time by verbal or written request of the records custodian. Student educational records are maintained by the School of Medicine to enable staff and faculty to effect appropriate action in performance of tasks required in serving students. Access to student educational records is required by authorized individuals for legitimate educational purposes. Release of information from, or access to, student educational records by third parties will be permitted only with the written consent of an eligible student. A log reflecting records disclosure will be kept as required.