

The Jewish Theological Seminary (JTS)
Notification of Rights Under FERPA
(Updated September 2026)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records at JTS within forty-five (45) days of the day on which JTS receives a request for access. Students should submit to the Registrar or the Dean of their school a written request that identifies the record(s) they wish to inspect. The Registrar or Dean 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 Registrar or the Dean 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 any of the student's education records that the student believes are inaccurate or misleading. A student should write the Registrar or the Dean, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading. If JTS decides not to amend the record as requested by the student, JTS will notify the student of its decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be included in the notice of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Disclosure to school officials with legitimate educational interests does not require consent under FERPA. A school official is a person employed by JTS in an administrative, supervisory, or academic staff position, including law enforcement unit personnel and health staff; a person or company with whom JTS has contracted (such as an attorney, auditor, collection agent or consultant); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
 - b. Upon request, JTS discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
 - c. JTS may also release information in compliance with a judicial order or pursuant to any lawfully issued subpoena. Before any information is so released, JTS will use its best efforts to notify the student at the student's most recent address as shown in the records maintained by the Registrar. Certain materials may be exempt from disclosure under subpoena, including school official's private notes that are not shared with anyone else, parents' financial information, some medical records, and any letters of recommendation which a student has waived the right to see.

- d. In connection with an emergency, JTS may release information from education records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other person.
 - e. JTS may share information with a student's parents or guardians under certain circumstances. JTS can share education records with a student's parents or guardians if the student is a dependent on either parent's or guardian's prior-year federal income tax return. Generally, JTS will not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents or guardians without the permission of the reporting individual.
 - f. JTS may release "directory information" without seeking a student's consent under FERPA. Such directory information includes the student's name, local and permanent addresses, home synagogue affiliation (if any), campus email address, local telephone listing, age, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance at JTS, and the particular schools, degree(s), and honor(s) conferred, and their dates, and photos, videos, or electronic images of students taken and maintained by JTS. A student who wishes to have all or part of their directory information withheld from release should inform the Registrar's Office in writing, within the first thirty (30) days of each academic year, to limit dissemination of any or all directory information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by JTS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, D.C. 20202-8520
Email: SAOP@ed.gov

5. **New York State Education Law § 6438-d (Beau's Law) Policy**

JTS is committed to protecting student health and safety while respecting student privacy. In accordance with FERPA and New York State Education Law § 6438-d ("Beau's Law"), JTS maintains the following Policy regarding parent, guardian, or designated emergency contact notification when a student under the age of 21 is involved in certain alcohol- or controlled substance-related violations or incidents.

Notification decisions are made only by authorized JTS individuals or offices. These decisions are guided by a number of considerations, including student/community health, safety, and welfare, as well as compliance with applicable federal and state laws.

The purpose of this Policy is to:

- a. Promote student health and safety;
- b. Ensure transparency regarding notification practices; and
- c. Clarify how JTS exercises its discretion under FERPA and applicable NYS law.

This Policy applies to all students:

- a. Enrolled at JTS who are under the age of 21; and
- b. Involved in certain alcohol and/or controlled substance-related violations or incidents that JTS becomes aware of, whether occurring on or off campus, which are addressed through institutional processes.

JTS does not routinely engage in communications with a parent, guardian, or emergency contact absent student consent, including for the below-listed covered incidents. However, at the discretion of JTS, a parent, guardian, or emergency contact *may be notified* when a student under the age of 21 is involved in one or more of the below-listed covered incidents when, based on the totality of the circumstances, JTS determines that notification is appropriate. These covered incidents, include, but are not limited to:

- a. Violations of institutional rules or policies related to the use or possession of alcohol or a controlled substance;
- b. Violations of federal, state, or local laws involving alcohol or controlled substances; and
- c. Alcohol or controlled substance-related medical emergencies, including:
 - i. Hospitalization;
 - ii. Overdose; or
 - iii. Other situations presenting a serious risk to the student's or community's health or safety.

Nothing in this Policy requires JTS to notify a parent, guardian, or emergency contact if JTS becomes aware of one of the above covered incidents.

- a. Notification determinations are made only by authorized JTS individuals or offices which may include the Department of Residence life, Department of Campus Life, or the student's Dean.
- b. Notification determinations may be made collaboratively and may involve any of the above-named individuals or offices. In order to determine the appropriateness of notification, authorized JTS individuals and offices may also consult with other JTS individuals and offices that maintain relevant information on a case-by-case basis, and the Office of General Counsel.
- c. Notifications are made on a *case-by-case basis*, considering the totality of the circumstances.

In connection with a health or safety emergency discussed above, FERPA permits JTS to disclose educational records without consent if there is an articulable and significant threat to the health or safety of the student or others, and the disclosure is to parties who need to know in order to respond.

When feasible and appropriate, students will be informed that a parent, guardian, or emergency contact has been or may be notified, unless such notification would compromise health or safety or interfere with an ongoing investigation.

All notifications under this Policy are handled with sensitivity and respect for student privacy. Information shared is limited to what is necessary to address health, safety, or welfare concerns. All disclosures made pursuant to this Policy are documented.