

Baltimore Studio of Hair Design School of Cosmetology
318 N Howard St
BALTIMORE, MARYLAND 21201
Phone: 410-539-1935

PRIVACY ACT

The School provides adequate safeguard of student records and guarantees to protect the privacy of all student files unless specifically directed by the student and parents or guardians, if the student is a dependent minor, in accordance with the **Family Education Right to Privacy Act of 1974 - Public Law 93.579**.

RIGHT TO ACCESS

The School guarantees the student and their parents or guardians, if the student is a dependent minor to have access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed by student, parent or guardians if the student is a dependent minor.

RELEASE OF INFORMATION

The School guarantees the student the right to authorize certain individuals or organizations to have access to certain information in their cumulative record. The School policy/procedure is to require written authorization from the Student and their parents or guardians, if the student is a dependent minor, each time a request from third parties is received. Students will be advised of all request and a form will be made available in the admissions Office for the student to authorize the School Official to release requested Information to third parties.

In addition, the School provides and permits access to student and school records as required for any accreditation, state regulatory or federal regulatory process.

*My signature below acknowledges that I understand the policy and procedure of **Baltimore Studio of Hair Design School of Cosmetology** in complying with the **FAMILY EDUCATION RIGHT TO PRIVACY ACT**.*

Signature of Student

DATE: m/d/y

Signature of School Official

DATE: m/d/y