

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT(FERPA)

NOTICE REGARDING ACCESS TO STUDENT RECORDS AND STUDENT INFORMATION

This notice advises you of your rights concerning student records under the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as eligible students) the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the school receives an access request. Parents or eligible students should submit a written request to the Enrollment and data office to identify the records they wish to inspect. The Enrollment and data office will plan for access and notify the parent or eligible student of the time and place where records may be inspected.
2. You also have the right to request changes to your child's education records if you believe they are inaccurate, misleading, or violate your child's privacy under FERPA. To initiate this process, write a letter to the Enrollment and Data Office, clearly identifying the part of the record you want corrected and explaining why it is inaccurate or misleading.
3. Suppose the school decides not to amend the record as the parent or eligible student requested. In that case, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to provide written consent before the school discloses personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The exceptions permit disclosure without permission, including disclosure to school officials with legitimate educational interests or an authorized representative. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a particular task (such as attorney, auditor, medical consultant, or a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if they need to review an education record to fulfill their professional responsibility.
5. An Authorized Representative is any individual or entity designated by a State or local educational authority or a federal agency headed by the Secretary, the Comptroller General, or the Attorney General to conduct audits, evaluations, or enforcement or compliance activities relating to educational Programs.

Upon request, the school discloses education records without consent from officials or another school district where a student seeks or intends to enroll.

For a complete list of exceptions to FERPA's prior consent requirements, see Regulation 5500-R, Section 5.

6. The right to File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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