



August 2009

Dear Parent/Guardian and Student 18 years or older:

The "Family Education Rights and Privacy Act of 1974" (FERPA) requires school systems to annually inform parents of students under 18 years of age and students 18 years of age or older of certain provisions contained therein.

The schools maintain a record on the educational development of every student. This record or educational folder contains items such as grades, test scores and other materials that are collected in the interest of developing the best educational program for the individual student.

You have the right to have access to and review the records kept on your student. A student 18 years of age or older has the right to access and review his/her records. A written request to review student records should be made in writing to the building administrator. The school will arrange a time for a review of the records in the company of a staff member. Educational records are kept in each building; confidential special education records are kept in the Department of Student Services at the Board of Education.

Please review the information **on the back of this letter** which describes your rights under FERPA, paying particular attention to the last bullet in section #3 which addresses releasing directory information. If you wish to have directory information withheld, you will need to obtain the Consent to Withhold Directory Information form from your school office, complete the top of the consent form and then return it to the address noted on the form.

Sincerely,

Susan Schraff
Director of Student Services

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Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school received the request for access.
 - Parent/Guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to review. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
 - Parents or eligible students who wish to ask the school to amend the record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified 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.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member; a person serving on the School Board; or a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor etc). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - Directory information such as: name, address, telephone, age, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance and dates of graduation or awards received, may be furnished without written consent unless a parent/guardian or student 18 years or older specifically requests that such information be withheld.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirement of FERPA.