

Family Educational Rights and Privacy Act (FERPA)

Requests to Inspect and Review Educational Records:

FERPA affords parents and students over 18 years of age (eligible students) the right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records(s) they wish to inspect. 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.

The Procedure to Request Amendment of Education Records:

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identifying 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 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 or eligible student when notified of the right to a hearing.

Criteria for Determining Who Constitutes a School Official and What Constitutes a Legitimate Educational Interest:

Parents or eligible students have the right to consent to the disclosure 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 (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 as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or 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 the official needs to review an education record in order to fulfill his or her professional responsibility.

The Right to File a Complaint Regarding FERPA:

Parents or eligible students have the right to file a complaint with the US Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920.