

ANNUAL NOTIFICATION TO PARENTS REGARDING
CONFIDENTIALITY OF STUDENT EDUCATION RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A school may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific
 - State law.
- Federal law also requires that high schools release directory information of juniors and seniors to military recruiting agencies unless the school or School has been notified by the parent not to disclose the information without consent.

FERPA and School policy do not require parent/guardian permission for release of a specific type of student record information called “Directory Information.” When such releases are for educational and/or school-related purposes the information could include the following:

- Student’s name
- Student’s photograph
- Student’s address
- Achievement or honors
- Student’s phone number
- Extracurricular participation
- Date of birth
- Parent’s name
- Class designation
- Serious disciplinary violations
- Previous School attended

If you need to prevent us from using Directory Information described previously, notify your child’s principal in writing.

Most of the information contained in FERPA is about ensuring that you and students who are 18 years of age or older (“eligible students”) are afforded certain rights with regards to the student’s records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
- The right to request the amendment of the student’s records that the parent or eligible student believes are inaccurate or misleading.
- 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.
- 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.

Student Records:

Parents/guardians have access to their children’s school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records.

Resources for additional FERPA details: <https://studentprivacy.ed.gov/>, <https://studentprivacy.ed.gov/faq/what-ferpa>, <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>