

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

## *Notice to Parents/Guardians and Eligible Students*

Under the Family Education Rights & Privacy Act, you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older or those who are emancipated, your own educational records. Parents or eligible students should submit to the child's school principal a written request and identify the record(s) they wish to inspect. The child's school principal will make arrangements for access and provide notice of such arrangements.

2. Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district shall forward educational records without prior consent to another school in which the student seeks or intends to enroll.

4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the HCBOE to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

### ***Notice to the Public***

The Houston County School District has designated the following information as directory information:

1. A student's name.
2. A school at which a student is enrolled.
3. A student's participation in official school clubs and sports.
4. A student's weight and height if he/she is a member of an athletic team.
5. Awards or honors received during the time the student is enrolled in the Houston County School District.
6. Photographs or other student depiction used in information to the public regarding awards, honors, extracurricular activities, sports or school promotions.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled, in writing, within ten (10) school days after the first day of the school year.

Notice of additional rights under the Family Educational Rights and Privacy Act (20 USC 1232g) is available through the Office of Superintendent of Schools.