

Family Educational Rights and Privacy Act (FERPA) NOTIFICATION OF RIGHTS:

The Family Educational Right and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible Students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the record(s) they wish to inspect. The 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 an amendment of the student's education records that the parent or eligible student believes inaccurate or misleading. Parents or eligible students may ask the DeSoto County School District to amend a record that they believe is inaccurate or misleading by submitting a request in writing to the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.
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 District 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 District has contracted to perform a special task (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.

Upon request to officials of another school District in which a student seeks or intends to enroll, the District discloses educational records without consent.

The District may disclose Directory Information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, awards, photograph, videotape not used in a disciplinary matter, student work for display at the discretion of the teacher and/or the most recent educational agency or institution attended.

The parent or eligible student has the right to refuse to let the District designate any or all types of information about the student as directory information. (See attached "Opt Out Form").

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-460