

STUDENT RECORDS POLICY – NOTIFICATION OF RIGHTS UNDER FERPA

Florence School District Five recognizes the need to protect the confidentiality of personally identifiable information in the educational records of students. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student 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. Parents or eligible students should submit to the school principal or designated personnel, a written request that identifies the record(s) they wish to inspect. Principals or designated personnel will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

--Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A written notice clearly identifying the part of the record that is being requested to change and specifying why it is inaccurate and misleading will need to be sent to the principal or school personnel. 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 of the 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.

--Parents or eligible students have 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 personnel); a person serving on the school board; a person or company with whom the district is 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, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

--Parents or eligible students have the right to file a written complaint concerning alleged violations of the Family Educational and Privacy Act. A written complaint should be sent to the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Should you have questions that require further clarification, please contact Beth Snowden, Director of Special Services, 156 East Marion Street, Johnsonville, S.C., 29555, at 843-386-2341 or bsnowden@fsd5.org.

The district’s Student Records Policy [AR JRA-R](#) is available on the district’s website.

