

## **JRA-R – ANNUAL NOTIFICATION OF RIGHTS UNDER “FERPA”**

The Family Education Right and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

### **1. The right to inspect and review the student’s educational records within 45 days of the day the School District receives a request for access.**

Parents or eligible students should submit to the building principal or the principal’s designee a written request that identifies the record(s) they wish to inspect. The building principal or his/her designee 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 the amendment of the student’s education records that the parent or eligible student believe are inaccurate or misleading.**

Parents or eligible students may ask the School District to amend a record generated by the School District that they believe is inaccurate or misleading. They should write the building principal or his /her designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School District decides to not amend the record as requested by the parent or eligible student, the School 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. If the parents request a hearing, it shall be conducted by the Superintendent of Schools or his/her designee.

### **3. The right to consent, or to deny 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 of a parent or eligible student, is disclosure to “school officials with a legitimate educational interest”. 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 School District may disclose without consent “directory information”, which is information not generally considered harmful or an invasion of privacy if disclosed. Directory information includes:

Name of the student  
Participation in officially recognized teams or activities  
Student’s class designation  
Name of the school the student is attending  
Achievements, awards and honors

Parents may request, in writing to the building principal by February 15, that the School District refrain from making all or some of the directory information on their child available to the public. Upon request, the School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

**4. The right to file a complaint with the U.S. 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  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-8520

See Policy JRA

***First Reading: January 13, 2015***

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