



## **ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION**

Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their student's education records. These rights are:

- The right to inspect and review their student's education records within 45 calendar days of the day the school receives the request for access.
- The right to request the amendment of their student's education records that the parent believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

FERPA requires schools receive written parental consent when releasing educational records except to other educational institutions; at the order of a court or school board; or the health or safety of the student. For example, school officials (e.g., administrators, teachers, support staff, School Board members, etc.) letting an afterschool vendor know of a student's allergies.

### **WHAT IS NOT PROTECTED UNDER FERPA?**

FERPA does not protect the release of directory information, and such information can be released without parental consent. Directory information includes student name, address, phone number, participation in school clubs, activities and sports, height and weight for athletic participation, attendance, degrees/awards, major field of study, and other similar information.

If you do not want some or all this information about your child released, you may prevent its disclosure by sending a written request to the Director of Operations prior to October 1 of each school year.

### **COMPLAINTS**

If you believe that the school is not complying with FERPA regulations or not guaranteeing you the rights outlined above, you may file a letter of complaint at the address below:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605