



## **Confidentiality of Records**

The Family Educational Rights 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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School Administrator a written request that identifies the record(s) they wish to inspect. The School Administrator 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 believes are inaccurate or misleading. Parents should submit a written request to the School Administrator, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 for those disclosures authorized by FERPA to be released without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. This includes school staff; a member of the Governance Council; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, etc.); 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 will disclose education records with written consent from the parent or eligible student to other parties, such as schools to which the student has recently transferred.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school to comply with the requirements of FERPA.