

## **"Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)"**

*The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S.*

*Department of Education. FERPA gives parents certain rights with respect to their children's 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 following rights in regards to student education records:*

- The right to inspect and review the student's education record. District Procedure 3231 (Student Records) specifies the process for the inspection and review of student education records.*
- The right to request amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students who wish to request that the District amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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.*
- 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 typically includes 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) or a person serving on the School Board. A school official may also include a person or company with whom Cashmere School District 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 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 right to information about who to contact to seek access or amendment of education records.*

*Directory Information: Federal law allows a school district to identify certain items as "directory information" that may be publicly released without permission of parents or eligible students upon the condition that the parent or eligible student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Cashmere School District identifies "directory information" as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended. Directory information shall not be released for commercial reasons. Any parent or eligible student who does not consent to the school's release of their student's directory information must provide written notice to the school. Please contact office staff at your student's school to obtain additional information on how and when you may provide this notice."*