



Administrative Letter N001

FERPA Notice

[FERPA LAW](#)

[General Information about FERPA](#)

[WCSD District Policy 3260 - Rights of Privacy](#)

District FERPA Notification

Washington County School District

IMPORTANT STUDENT AND PARENT RIGHTS

FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 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 principal or assistant principal a

written request that identifies the record(s) they wish to inspect. The School official 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

is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe

is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant

principal. It must clearly identify the part of the record they want changed, and specify 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 to the extent that FERPA authorizes disclosure without consent. The following information

may be disclosed without consent:

a) Directory Information: The following information is designated as student Directory Information:

Student's name, address (to include internet address), phone number, date of birth, grade level, extracurricular participation, awards or honors, photograph, video or digital images, height and weight (if

a

member of an athletic team), previous school attended, dates of attendance, and parent's name.

"Directory

Information" may be disclosed without prior written consent. The District will also routinely disclose names, addresses, and telephone numbers to military recruiters and institutes of higher education.

Parents or eligible students will have two weeks from the beginning of the school year or date a student enrolls to advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.

b) School Officials: School officials with legitimate educational interests may also have access to records.

A

school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member such as a bus driver (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 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.

c) Other Schools: The School may disclose education records without consent to officials of another 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 to

comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605