

Jefferson County Department of Education Dandridge, TN

Notification of Rights under FERPA for Elementary & Secondary Schools *Family Educational Rights and Privacy Act*

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. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where 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 Jefferson County School District to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent of 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, 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 District 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 educational record in order to fulfill his or her professional responsibility.
- Upon request, the District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll. The District will forward student records to other school districts upon request that a student has enrolled or intends to enroll.

(4) 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 Office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-4605*

Directory Information Disclosure Exception: The District may release student "Directory Information" without prior parental consent. Directory information is information in the student's education records that is not generally considered harmful, and its release is not considered an invasion of the student's privacy. Directory Information includes, but is not limited to the following data about students: Name, address & telephone, Date & Place of Birth, Major field of study, Official activities, Dates of attendance, Height & weight for sports, Degrees & honors received, Most recent previous education institution, Photograph.

Parents can, however, retain the right to consent to the disclosure of directory information. Parents who wish to retain this right must so advise the school principal in writing within two weeks of this notice.

11/18/05

To be distributed to parents within the first three weeks of each school year.