

## *Notification of Rights under FERPA*

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.
  - a. 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 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.
  - a. Parents or eligible students may ask Hartland Consolidated School District to amend a record that 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.
  - b. 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.
- 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.
  - a. 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, or 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.
  - b. 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. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

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 name and address of the Office that administers FERPA is: Family Policy Compliance Office ; U.S. Department of Education; 600 Independence Avenue, SW; Washington, DC 20202-4605

*The Family Educational Rights and Privacy Act of 1974 provides that the following "directory information" may be released upon request: student's name, date of birth, phone number, address and/or email, parent name(s), school of attendance, school photographs or videos of students participating in school activities, events or programs, picture(s), video(s), publication of student picture(s), personally identifiable artwork, school activity group(s), participation in officially recognized activities and sports, height and weight if member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, telephone numbers for inclusion in school of PTO directories,*

*In order to comply with this legislation, the district requests that parents, emancipated minors and those students 18 years of age and over, who do NOT wish release of this information, mail or personally submit an Opt-Out form to the building principal or Assistant Superintendent of Personnel and Student Services, Hartland Consolidated Schools, 9525 E Highland Road, Howell, MI 48843 by October 1st of the new school year.*

*List of common uses for disclosing names, photographs and other "directory information:"*  
School newsletter, teacher newsletter, PTO newsletter, school website, social media (Facebook, Twitter, and other mediums), video kiosk, bulletin boards, school yearbook, athletic programs, graduation program, playbill (drama production), student-of-the-month recognition, clubs and extra-curricular programs,