

STUDENT RECORDS -THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) gives parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records (34 CFR 99.10) within 45 days of the date the school receives a request for access. The school will notify the parent or the “eligible student” of the time and place where the records may be inspected.
- The right to submit a written request for an amendment of the student’s education records (34 CFR 99.20, 99.21, and 99.22) that the parent or student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records except as specified by law (34 CFR 99.30 and 99.31)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
400 Maryland Ave, SW
Washington, DC 20202- 4605

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).

(Board Policy 8330)