

Notification of Rights under FERPA for Parents and Students of Blount County Schools

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. 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 a written request that identifies the record(s) they wish to inspect. The School 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, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a 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 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 the extent that FERPA authorized disclosure without content.

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 School 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 School has contracted as its agent to provide a service instead of using its own employees or officials (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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The school may disclose directory information for public consumption without requesting parental consent. Directory information is defined as student information not generally considered harmful or an invasion of privacy if disclosed. This information includes, but is not limited to: student names, addresses, telephone listings, photographs, grade level, participation in activities and sports, weight and height of athletic team members, and honors and awards received. The primary purpose of directory information is to allow the school to include this type of information from your child’s education records in certain school publications. Examples include: programs,

yearbooks, honor rolls, graduation recognition, and sports publications. Similar informational data may also be released to local newspapers, or included in school related video presentations, etc.

Directory information can also be disclosed to outside organizations that provide student-based products and services without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, provide photographs, graduation products, sporting goods, etc. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without prior written consent.

If the parent/guardian does not want the school to disclose directory information without prior written consent, you must notify the school in writing.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* 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 20202-5920