

## **FERPA NOTICE - Student Records Access & Directory Consent: Parent Rights**

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 the 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 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.

Parents or eligible students may ask Leon 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.

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. This notice will include information regarding the hearing procedures.

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, 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.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses 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 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, D.C. 20202-4605

5. **Directory information** (e.g. student names, age, enrollment status) may be disclosed unless the parent has specifically informed the school (in writing) not to disclose directory information.

### **Military Recruiter Access To Student Directory Information**

Federal law requires secondary public schools to permit access by military recruiters to a student's name, address, and telephone listing. If a parent of a student (or the student themselves if an emancipated minor) does not want directory information disclosed to military recruiters, the parent must make this known to the school in writing. A form for this purpose is attached to this notice, or is available via the district's forms website ([www.forms.leon.k12.fl.us](http://www.forms.leon.k12.fl.us)). This form should be sent directly to the school.