

New Hanover County Schools

Annual Notice about Educational Records

The Family Educational Right and Privacy Act (FERPA) requires New Hanover County Schools to annually notify parents and student who are 18 years of age or older about their rights concerning educational records. The following information summarizes these rights. Parents and students 18 years of age or older have the:

- λ Right to confidentiality of the Official Record at the collection, storage, disclosure and destruction stages
- λ Right to inspect, review and obtain free copies of the Official Record
- λ Right to have a representative of your choosing inspect and review the Official Record with you
- λ Right to a full explanation, interpretation and analysis of the Official Record by the principal or designee
- λ Right to add data or information to the Official Record which explains or clarifies information contained in the Official Record
- λ Right to a list of the types of and the location of all records maintained and disclosed by New Hanover County Schools
- λ Right to know that written consent is required to disclose the Official Record to others EXCEPT for the following: NHCS officials, teachers and other employees (list posted at each school), other schools where a student intends to enroll, state and federal education authorities, financial aid applications, studies and research, accrediting organizations, judicial order or subpoena, health or safety emergency, and Directory Information
- λ Right to request the correction or removal of information from the Official Record if you believe it is inaccurate, outdated, irrelevant, misleading or violates privacy
- λ Right to a hearing, if NHCS refuses your request to correct or remove information from the Official Record
- λ Right to file a complaint regarding records with the U.S. Department of Education, FERPA Office, Washington, D.C. 20202. Complaints must be written and specify allegations of fact
- λ Right to obtain copies of the New Hanover County School Board Policies on records from the New Hanover County Schools Superintendent's Office
- λ Right to know that the New Hanover County Board of Education has designated a student's name and school of enrollment as Directory Information
- λ Right to know that Directory Information is disclosed as a part of officially designated school activities such as: team/activity rosters, scholar athlete awards, athletic eligibility, honor society, honor roll, good citizens, academic scholars, presidential awards
- λ Right to refuse to allow New Hanover County Schools disclose Directory Information by notifying the principal within 10 days of receipt of this notice
- λ Right to know that when records are no longer needed, NHCS destroys them according to a destruction schedule. NHCS permanently maintains only the following information: student name, address, phone number, grades, attendance, classes attended, grade levels completed, date of birth and identification numbers
- λ Right to know that a graduating senior's name, address, phone number and school name are disclosed to the military

NHCS has designated the Assistant Superintendent for Student Support as the school official responsible for ensuring confidentiality of the Official Record. A student's principal also is responsible for maintenance and security of the Official Record. Please direct any inquires or requests concerning your rights and the Official Record to the principal.