

Policies of the Board of Education

Series 300: Instruction

MODEL NOTIFICATION OF RIGHTS UNDER FERPA

347.1 Rule (1)

The Family Education Rights and Privacy Act (FERPA) affords parents and pupils over 18 years of age (“eligible pupils”) certain rights with respect to the pupil’s education records. They are:

- 1) The right to inspect and review the pupil’s education records within 45 days of the day the District receives a request for access.

Parents/guardians or eligible pupils 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/guardian or eligible pupil of the time and place where the records may be inspected.

- 2) The right to request the amendment of the pupil’s education records that the parent/guardian or eligible pupil believes are inaccurate or misleading.

Parents/guardians or eligible pupils may ask the Waunakee Community 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/guardian or eligible pupil, the District will notify the parent/guardian or eligible pupil 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/guardian or eligible pupil when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the pupil’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 pupil 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 District discloses education records without consent to officials of another school district in which a pupil seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the pupil 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
400 Maryland Avenue, SW
Washington, DC 20202-4605

Adopted: January 2002

Revised: December 2003

Waunakee Community School District