



Richmond County Public Schools

P. O. Box 1507 – 92 Walnut Street
Warsaw, Virginia 22572
(804) 333-3681 • (fax) (804) 333-5586
www.richmond-county.k12.va.us

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Richmond County Public Schools (RCPS) receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the RCPS to amend their child's or their education 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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 typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

In addition, RCPS shall notify parents of eligible students on request at the beginning of each school year what information, if any, RCPS has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information and the period of time to refuse, in writing, the directory information designation in accordance with FERPA. RCPS has designated the following information as directory information: student's name; address; telephone listing; electronic mail address; participation in officially recognized activities and sports; weight and height of members of athletic teams; photograph; degrees, honors and awards received; date and place of birth; major field of student; grade level; the most recent educational agency or institution attended.

Richmond County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Compliance Officer

Sarah M. Schmidt, Assistant Superintendent
P.O. Box 1507; 92 Walnut Street, Warsaw, VA 22752
804-333-3681

Alternate Compliance Officer

David Ferguson
6914 Richmond Road, Warsaw, VA 22572
804-333-3551

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>. For the address and phone number of the office that serves your area, or call 1-800-421-3481.

– SCHOOL BOARD MEMBERS –

John A. Brown - Chairman • Ken Blackley - Vice-Chairman
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