

**Parkway West Career & Technology Center**  
**Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student's educational records. It defines the rights of parents, eligible students, and other entities to inspect educational records, and establishes guidelines for schools to follow when they receive requests to release student records.

Under FERPA, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless parents notify the school that they want this information to be kept confidential. Parents who do not want this information to be released should notify the School, in writing, no later than September 16 of each year, or within 2 weeks of the student's enrollment.