THE NORTHWEST TRI-COUNTY INTERMEDIATE UNIT, ITS MEMBER SCHOOL DISTRICTS, CHARTER SCHOOLS and PRIVATE REHABILITATION RESIDENTIAL INSTITUTIONS (PRRIs)

Hereby Provide

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("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 of the day the Local Education Agency (LEA) receives a written request for access.

   The supervisor of student records 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.

   The parents or eligible students should write the supervisor of student records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the LEA decides not to amend the record as requested by the parent or eligible student, the LEA will notify the parent or eligible student 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 or eligible student when notified of the right to a hearing.

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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The LEA maintains a list of these school officials.

   Another exception permits the disclosure of LEA educational records without consent to officials of another school in which a student seeks or intends to enroll.

   It is the policy of the LEA to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA 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 20202-8520
   Or call 1-800-872-5327