



Administrative Office

# SUMTER SCHOOL DISTRICT

1345 Wilson Hall Road • PO Drawer 2039 • Sumter, South Carolina 29151-2039 • (T) 803.469.6900 • (F) 803.469.3769

## *FERPA Notification for the 2025-2026 School Year*

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) allows schools to release “directory information,” *i.e.*, student’s name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. The District considers photographs to include digital images, including digital photographs and recordings related to school or district-sponsored events, activities, and special recognition, as “directory information.” In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's information disclosed.

During the course of your child’s school career, he or she will participate in a variety of academic, athletic, fine arts, and other events and activities in which he or she may be photographed or interviewed by district or school staff or news media. Information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the website, on social media, or in district or school promotional pieces (yearbooks, honor roll programs, newsletters, etc.) The release of “directory information” allows us to publicize your child’s accomplishments.

Please note that individual student records including scholastic information, standardized test data, health records, and other similar information are **not** available for public inspection. This information is only available to the student’s parents/guardians or to the student of legal age.

If you object to the release of this information, please notify me in writing at 1345 Wilson Hall Road, Sumter, SC 29150, within 15 days of receipt of this notice. If you do not submit a written objection, the district will be able to release this information as appropriate.

The use of any “directory information” by Sumter School District is for the promotion of our students and district. Any questions concerning student records should be addressed to the guidance office of the individual school.

Sincerely,

Dr. William T. Wright, Jr.  
Superintendent

## **Page Two: Family Educational Rights and Privacy Act (FERPA) Notification of Rights**

Vision: Sumter School District is committed to educating, empowering, and enriching the lives of all students to reach their full potential.

Mission: Sumter School District is committed to providing a safe, nurturing, and high-quality educational environment that supports diversity and equips students for local and global success.

*Sumter School District is an equal opportunity employer.*



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## Family Educational Rights and Privacy Act (FERPA) Notification of Rights Under FERPA For Elementary And Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords 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 school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected. School officials will assist parents or eligible students with the interpretation of records if needed. In addition, a parent or eligible student may receive copies of educational records if circumstances exist that prevent the inspection of records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 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 is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, 3<sup>rd</sup> party on-line educational services, auditor, law enforcement official, medical consultant, therapist, counselor, or student teacher) when the School District retains direct control of the use and maintenance of educational records and the company/person is subject to FERPA's redisclosure provisions; or a parent or student 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 educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district or institution in which a student seeks or intends to enroll, or is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

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