



Hertford County Public Schools

The Family Educational Rights and Privacy Act (FERPA) Annual Notification & Directory Information Opt-Out Option

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents and eligible students (students 18 or older) the following rights related to the student's education records:

- The right to inspect and review the student's education records within 45 days of the District receiving the request. Requests should be made in writing to the school principal and identify the specific records sought.
- The right to seek amendment of the student's education records that you believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests should be made in writing to the school principal and identify the relevant portion of the records, the changes you are requesting, and the reasons for the request. The District will inform you whether it will amend the record as requested within a reasonable time of receiving the request.
- The right to consent to disclosures of personally identifiable information contained in the student's education records. In most circumstances, FERPA requires the District to obtain your written consent before providing records to third parties. However, there are some exceptions. For example:
 - The District may release student records to other school officials within the District who are determined to have legitimate educational interests. A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school security, and school resource officers), a school board member, or a person or company with whom the school system has contracted to perform a special task that would otherwise be performed by an employee (such as an attorney, auditor, medical consultant, or therapist). Legitimate educational interests include supporting a school's or the school system's educational program and goals and recognizing and supporting student academic achievement.
 - Records may be disclosed to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer.
 - For a complete list of the conditions in which prior consent is not required to disclose information, see 34 CFR § 99.31.



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- The right to file a complaint with the United States Department of Education regarding alleged failures by the District to comply with FERPA.
- The District may release certain “directory information” about a student. The following information has been designated as directory information:
 - Name
 - Telephone listing
 - Photograph
 - Participation in officially recognized activities and sports
 - Dates of attendance
 - Diplomas (including endorsements earned), industry credentials and/or certifications, and awards received
 - Address
 - Electronic mail address
 - Date and place of birth
 - Weight and height of members of athletic teams
 - Grade level
 - Most recent previous school or education institution attended by the student

Schools use directory information to publish items such as yearbooks, honor roll, newsletters, and graduation announcements. This also includes information about opportunities for scholarship programs and colleges to be sent to you. A school may disclose directory information to third parties regarding products, services, or activities offered by or through a school or the school system. Schools will **never** sell information to third parties for commercial purposes.

Under federal law, the District is required to provide military recruiters and institutions of higher education, upon request, the names, addresses, and telephone numbers of high school students unless the student or parent has advised the school that they do not want that information disclosed without prior written consent.

Parents and eligible students have the right to opt-out of sharing directory information. More information about your FERPA rights may be viewed at this link: [The Family Educational Rights and Privacy Act \(FERPA\) \(20 USC § 1232g; 34 CFR Part 99\)](#). If you would like to opt out of any release of any directory information, written notice should be sent to your principal within 30 days of the start of the school year. For students transferring into the school system after the start of the school year, notice should be sent to the principal within 30 days of the transfer. Your request should specify whether you are opting out of all disclosures, or only disclosures of certain information or to certain parties.