

Annual Notification of Rights Under FERPA, Florida Law, COPPA, and the TCCA Student Data Privacy and Third Party Vendor Policy

**For the 2026–2027 School Year
Treasure Coast Classical Academy, Inc. (TCCA)**

The Family Educational Rights and Privacy Act (FERPA), Florida Statutes §§ 1002.22 and 1002.221, Florida Administrative Code Rule 6A-1.09550, the Children’s Online Privacy Protection Act (COPPA) where applicable, and TCCA’s Student Data Privacy and Third Party Vendor Policy afford parents and eligible students (students who have reached age 18 or are attending a postsecondary institution) certain rights with respect to the student’s education records and personally identifiable information (PII). TCCA is committed to protecting student privacy in full compliance with these laws. No education records or PII will be disclosed to any third party without the prior written consent of the parent or eligible student, except as expressly permitted by FERPA, COPPA (where applicable), and Florida law.

Your Rights

You have the following rights:

1. Right to Inspect and Review Education Records

Parents or eligible students may inspect and review the student’s education records. Submit a written request to the Head of School (or designee) identifying the records you wish to inspect. TCCA will make arrangements for access and notify you of the time and place within 45 days of receiving the request.

2. Right to Request Amendment of Education Records

If you believe any education record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights, you may submit a written request to the Head of School (or designee) clearly identifying the part of the record you want changed and stating why it should be changed. If TCCA decides not to amend the record, you will be notified of your right to a hearing. After the hearing, you may place a statement of disagreement in the record.

3. Right to Consent to Disclosures of PII

Parents or eligible students generally must provide written consent before TCCA discloses personally identifiable information from education records. Consent must specify who will receive the information, how it will be used, and whether re-disclosure is permitted.

Exceptions exist under FERPA (34 CFR § 99.31) and Florida law (e.g., to school officials with a legitimate educational interest, in health/safety emergencies, or pursuant to a court order or subpoena). TCCA’s full policy details these exceptions.

4. Right to File a Complaint

You may file a complaint with the U.S. Department of Education’s Student Privacy Policy Office concerning alleged failures by TCCA to comply with FERPA. Complaints should be sent to:

Student Privacy Policy Office
U.S. Department of Education

- All contracts with third-party vendors that involve student PII require the vendor to comply with FERPA, COPPA (where applicable), and Florida law; limit disclosure to necessary information only; and prohibit unauthorized re-disclosure.

Parents and eligible students retain the full rights to inspect and review records, request amendments, and provide or withhold consent for disclosures as permitted by law.

How This Notice Is Provided

This annual notification is provided by means reasonably likely to inform parents and eligible students of their rights, in accordance with 34 CFR § 99.7(b). It will be:

- Posted prominently on the TCCA website (under Privacy / Policies / Public Information).
- Included in the annual Parent/Student Handbook or orientation/enrollment materials.
- Distributed or linked via school email/newsletter at the beginning of each school year.
- Available in print upon request at the school office.

TCCA will take appropriate steps to effectively notify parents or eligible students who have a disability or whose primary or home language is not English.

Full Policy: The complete TCCA Student Data Privacy and Third Party Vendor Policy is available on the school website and upon request.

Questions or Requests: Contact the Head of School (or designated privacy officer) at [insert contact information, e.g., info@thetcca.net or specific email/phone].