



CLARKE COUNTY SCHOOL DISTRICT

## **School Records and Your Rights**

The Family Educational Rights and Privacy Act (FERPA) provides 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 request for access.** Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 are inaccurate or misleading.** Parents or eligible students should write the school principal and 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.
- 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 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.**

## **Special Notice Regarding Directory Information**

The Clarke County School District has designated the following information as "Directory Information:" student name, address, telephone number, school and grade level, date of birth, participation in official school clubs and sports, weight and height of students who are members of athletic teams, dates of attendance in the school district, and awards and honors received.

Unless you, as a parent, guardian, or student (age 18 years or older), indicate otherwise, the information above may be disclosed to appropriate legitimate agencies upon request. To request a student's directory information not be released, please send a written request to the school principal.

In accordance with the No Child Left Behind law, the school district must release high school junior and senior students' names, addresses and telephone listings to military recruiters or institutions of higher education, unless the students or their parents/guardians request in writing that such information not be released.



## School Records and Your Rights

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados “estudiantes aptos”) ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

- (1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.** El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.
- (2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.** Debe dirigirse por escrito director de la escuela, señalar con claridad la parte del registro que desea que se modifique , y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación.
- (3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.** Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse.
- (4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela.**

### Special Notice Regarding Directory Information

The Clarke County School District has designated the following information as “Directory Information:” student name, address, telephone number, school and grade level, date of birth, participation in official school clubs and sports, weight and height of students who are members of athletic teams, dates of attendance in the school district, and awards and honors received.

Unless you, as a parent, guardian, or student (age 18 years or older), indicate otherwise, the information above may be disclosed to appropriate legitimate agencies upon request. To request a student's directory information not be released, please send a written request to the school principal.

In accordance with the No Child Left Behind law, the school district must release high school junior and senior students' names, addresses and telephone listings to military recruiters or institutions of higher education, unless the students or their parents/guardians request in writing that such information not be released.