



# Clarke County School District

Better Together

## 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, electronic email address, photograph, 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.