

Moosabec CSD
Family Education Rights and Privacy Act (FERPA)
Student Educational Record Privacy – Annual Notice

Dear Parent / Guardian,

FERPA is a federal law that protects the privacy of student educational records and applies to all school which receive federal funds. Under this law, parents / guardians are given certain rights in regards to the educational records of their children. Once a student reaches the age of 18, or enters a post-secondary school or college, the parental rights transfer to the student. This student is referred to as an eligible student.

The following are the rights of parents / guardians and eligible students under FERPA:

1. The right to examine and review the student's educational records. The parent / guardian should submit a written request identifying the records to be examined. Once a written request for records is received, the school must allow this examination and review within 45 days. However, the school is not required to provide copies of educational records and may charge a fee for copies. To request to examine or review your child's educational record, please contact Mike Kelley at 497-5454 or mike.kelley@union103.org.
2. The right to request corrections to records you believe to be inaccurate or misleading. The request must be in written form and include specifics requested changes and why you believe the record is incorrect. If the school does not amend the record, you have a right to a hearing. If the school does not amend the record following the hearing, the parent / guardian or eligible student has a right to include a statement in the record about the information in question. There is not a requirement for schools to consider requests regarding grade, disciplinary decisions, opinions of school officials, or special education identification. To request a change to the educational records of your child, please contact Mike Kelley at 497-5454 or mike.kelley@union103.org.
3. The right to control the release of personally identifiable information from the educational records of your child. With the exception of directory information, the school / district must obtain written permission from the parent / guardian before personally identifiable information can be released. However, written permission is not required to release personally identifiable information to the following authorized representatives of the school district who have legitimate educational interests:
 - a person employed by the district
 - a person serving on the school board
 - a person / company contracted by the district for a specific task, such as an attorney, auditor, or therapist
 - a parent or student serving on an official committee, for example grievance committee, disciplinary committee, or assistant to a school official
 - an official of a school district the child is seeking to enroll in
 - an individual / agency seeking to audit, evaluate, or ensure compliance with state or federal programs

To have a legitimate educational interest, a school official must need to review the record in order to complete a professional task. The school may also release personally identifiable information without written consent in an emergency to situation to protect the health or safety of individuals. Student directory information may be released without written consent, based on the FERPA Directory Information policy, if parents / guardians do not specify otherwise in response to that policy.

4. The right to file a complaint with the U. S. Department of Education if you do not believe the school district has complied with the requirements of FERPA. The address for this is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.