

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 14 days of the day the school district receives a request for access.

Parents of eligible students should submit to the building administrator or his/her designee, a written request that identifies the record(s) they wish to inspect. The building administrator 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 parents or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record generated by the school district that they believe is inaccurate or misleading. They should write the building administrator, or his/her designee, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading.

If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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. A school official is a person employed by the school district, as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school district school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, an auditor, consultant, expert, or therapist), a parent or student serving on an official committee such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or the school district’s insurance carrier.



A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The school district may disclose without consent the following directory information, which is not generally considered harmful or an invasion of privacy if disclosed:

- Name and address of the student,
- Field of study,
- Weight and height of the athletes,
- Most recent previous schools attended,
- Date and place of birth,
- Participation in officially recognized activities or sports,
- Date of attendance, degrees, awards.

Parents, within 15 days after notification of rights, may request in writing the removal of all or part of the information on their child they do not wish to be made available to the public.

Upon request, the school district discloses education records without consent to officials of a 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 district to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independent Avenue SW
Washington, D.C. 20202-4605

Legal References:

20 USC § 1232g, *Family Educational and Privacy Rights*

34 CFR 99, *Family Educational Rights and Privacy Act (FERPA)*

RSA 91-A:5, *Access to Governmental Records and Meetings: Exemptions; Personal School Records of Pupils*

RSA 189:1-e, *School Boards, Superintendents, Teachers, and Truant Officers: Directory Information*

Adopted 2002

Reviewed 2016

