

**COLLEGE PREPARATORY MIDDLE SCHOOL  
NOTIFICATION OF RIGHTS UNDER THE  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (“FERPA”) affords parents certain rights with respect to their student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access.

Parents who wish to inspect their child’s education records should submit to the Director of School Business a written request that identifies the records they wish to inspect. The school will make arrangements for access and notify the parent 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 believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents who wish to ask the school to amend their child’s education record should write the Director of School Business, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (“PII”) from 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” typically includes a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school’s board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

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. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of PII from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in writing. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The school has designated the following information as directory information:

- Student's name
- Photograph
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received

If you do not want the school to disclose any or all of the types of information designated above as directory information from your child's education records without your prior written consent, you must notify the school in writing on or before the first day of school.