

MANAGEMENT OF STUDENT RECORDS NOTICE

The Family Educational 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 45 days of the day the school division receives a request for access.

Parents or eligible students should submit to the Director of Special Programs a written request that identifies the record(s) they wish to inspect. The Director of Special Programs 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 may ask Tazewell County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school division decides not to amend the record as requested by the parent or eligible student, the school division 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 record, 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 division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

Upon request, the school division discloses education records without consent to officials of another school division in which a student seeks or intends to enroll.

Directory Information

Directory Information includes the following items:

1. Name of Student
2. Address
3. Date and place of birth
4. Telephone listing
5. Dates of attendance
6. Participation in officially recognized activities and sports
7. Height and weight, if a member of an athletic team
8. Awards and honors received
9. Other similar information.

Tazewell County Schools may disclose directory information about a student without the consent of either the student or his parents unless the parent or student have properly objected to the release. Directory information shall not be released for inappropriate commercial purposes.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.