

**GRAND HAVEN AREA PUBLIC SCHOOLS
ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS
OF THE RIGHTS GRANTED BY THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 ("FERPA") gives parents of students who are currently in attendance, or eligible students (18 years of age or older) currently in attendance, certain rights with respect to the student's education records. Subject to all legal requirements, the school district will maintain and provide access to education records consistent with the following:

- (1) Parents and eligible students have the right to inspect and review the student's education records.

A parent or eligible student must submit to the principal of the building where the student is enrolled a written request to inspect and review the student's education records. Such requests may be made on forms provided for such purposes by the school district. The written request should clearly identify the record(s) which the parent or eligible student seeks to inspect and review. The school district will comply with the request within a reasonable period of time (but in no event later than 45 days after receiving the request). The school district may charge a fee for a copy of any education record that is made for the parent or eligible student, unless the fee effectively prevents the parent or eligible student from exercising the right to inspect and review the student's education record. The school district will not charge any fees to search for or retrieve the student's education record.

- (2) Parents and eligible students have the right to seek an amendment of the student's education records in the event that the parent or eligible student believes the records to be inaccurate or misleading.

If a parent or eligible student believes the student's education record(s) contain information that is inaccurate or misleading, the parent or eligible student may request, in writing, that the principal of the building where the student is enrolled amend the record(s). The written request must clearly identify the portion of the record(s) that the parent or student seeks to amend, and specify why it is inaccurate or misleading. The principal shall decide within a reasonable time after receiving the request whether to amend the record(s) as requested (but in no event later than 45 days after receiving the request). If the principal decides not to amend the record(s) as requested, the principal will so inform the parent or eligible student, will advise the parent or eligible student of their right to a hearing, and will provide additional information regarding the rules and procedures for a hearing.

- (3) Parents and eligible students have 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.

Situations when consent is not required include, but are not limited to, the following:

- (A) The school district may disclose personally identifiable information from a student's education records to other school officials within the school district whom the school district has determined to have legitimate educational interests. A school official is: a person employed by the school district as an administrator, supervisor, instructor, or support staff member (e.g., principals, assistant principals, teachers, counselors, school social workers, etc., including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school district has contracted to perform a special task (e.g., an attorney, auditor, medical consultant, therapist, etc.); or a parent or student serving on an official committee (e.g., 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 fulfil his or her professional responsibility.
- (B) The school district may disclose education records upon request by the officials of another school district in which the student seeks or intends to enroll, or has enrolled.
- (4) The school district may also disclose personally identifiable information from a student's education record, without the consent of the parent or eligible student, if the information constitutes "directory information" and if the parent or eligible student has not filed timely written objection to such disclosure.

"Directory information" which is defined as information which would not generally be considered to be harmful or an invasion of privacy if disclosed, is designated by the school district to include: the student's name, address, telephone number (unless unlisted), date and place of birth, participation in officially recognized activities and sports, the weight and height of members of athletic teams, school related pictures or photographs in any form (e.g., whether photographic, videographic, digital, etc.), the dates of attendance, the degrees and awards received, the most recent previous school attended, and other similar information, including the names, addresses, and telephone numbers (unless unlisted) of students' parents. The parent or eligible student has the right to request non-disclosure of all or any portion of such "directory information" upon timely written notice (i.e., by the date set forth below) to the principal of the building where the student is enrolled. The written notice must clearly identify the information that the parent or eligible student does not want disclosed. Following receipt of such written notice, the school district will not disclose that information as "directory information" without the consent of the parent or eligible student (unless such disclosure is otherwise legally authorized or required).

- (5) Copies of FERPA are available at the Education Service Center, 1415 Beech Tree Street, Grand Haven, Michigan, where they may be obtained during regular business hours on regular business days. Forms requesting access to records and copies of Board of Education policies

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and Procedures for Access to Student Records may be obtained from any school principal's office.

- (6) Parents and eligible students have the right to file with the Department of Education a complaint under 34 CFR § 99.63 and 34 CFR § 99.64 concerning alleged failures by the school district 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
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Written requests for non-disclosure of "directory information" (pursuant to paragraph 4 above) must be received by: _____.

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