



WILLINGBORO PUBLIC SCHOOLS

WHERE EXCELLENCE IS THE EXPECTATION

COUNTRY CLUB ADMINISTRATION BUILDING
440 BEVERLY-RANCOCAS ROAD
TELEPHONE: (609) 835-8600

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), ANNUAL PARENT/GUARDIAN AND ELIGIBLE STUDENT NOTIFICATION AND REFUSAL FORM

Dear Parents/Guardians:

The Federal Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or over ("eligible students") certain rights with respect to the student's education records.

These rights are:

1) The right to inspect and review the student's education records within a reasonable period of time, but in no case more than 45 days after the initial request is made.

Parents/Guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The administration will make arrangements for access and review and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2) The right to request an amendment of the student's education records that the parent/guardian or eligible student (18 years or older) believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/Guardians or eligible students who wish to ask the school to amend a record should write the school principal, 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/guardian or eligible student, the school will notify the parent/guardian 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/guardian 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 and applicable law authorizes disclosure without consent.

The District is permitted to disclose education records to school officials with legitimate educational interests without consent. A school official is

- 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;
- b. person serving on the school board;
- c. person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist);
- d. Parent/guardian or student serving on an official committee, such as a safety 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 or function within the district.

FERPA also permits the disclosure of student records without consent to the following parties:

1. Other schools to which the student is transferring;
2. Specified officials for audit or evaluation of state or federal supported programs;
3. Appropriate parties in connection with financial aid to a student;
4. Organizations conducting certain studies for or on behalf of the school;
5. To comply with a judicial order or lawfully issued subpoena;
6. Appropriate officials in cases of health and safety emergencies; and
7. State and local authorities within a juvenile justice system, pursuant to specific State law.

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 name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
(1-800-872-5327)