

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA NOTICE)

The Family Educational Rights and Privacy Act (FERPA) afford to parents/legal guardians of students, and to students themselves who are over 18 years of age, certain rights with respect to the student's education records maintained by the Hyde County School System. These rights are outlined below:

1. The right to review and inspect the student's education records within 45 days of the day the district receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 is inaccurate or misleading. They should write the principal and clearly identify the part of the record they believe is inaccurate or misleading. If the school decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and inform them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student or parent when notified of a 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 interest. A school official is a person employed by the school board as an administrator, supervisor, teacher, or support staff member (including health and medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on a official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibilities for the district. Upon request, the district discloses education records without consent to officials of another 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 district to comply with the requirement of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

Please complete and return the form below to the school only if you do not want any directory information released on your child during the current school year.

Mattamuskeet Elementary School

August 17, 2020 – June 4, 2021

Dear Parent,

Please complete and sign the below form if you **DO NOT** want your child's information released as stipulated by law under the Family Educational Rights Privacy Act as outlined in the Hyde County Schools Board Policy on the previous page.

Student's Name (Please Print)

Grade

Signature of Parent/Guardian

Date