

**Lexington County School District One's 2008–2009 Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act is a federal law that affords parents and students over 18 years of age (eligible students) certain rights with respect to the students' education records. "Student education records" include any records maintained by the district that are directly related to the student. These rights are:

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

Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.

Schools do not copy records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for those copies.

**2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate**

Parents or eligible students may ask Lexington County School District One to amend a record they believe is inaccurate by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed but also specify why it is inaccurate.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

School administrators will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

**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**

FERPA allows the district to disclose education records to school officials with legitimate educational interests without consent. A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility.

A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board of Trustees; 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 an official committee (such as a disciplinary or grievance committee) or helping a school official perform his or her tasks.

Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, state and local authorities, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and state and local authorities within a juvenile system.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district 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 20202-5920.