

# **SMYRNA SCHOOL DISTRICT'S NOTICE OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age the following rights:

## **Inspection**

You may inspect the student's education records within 45 days of the day the District receives a request for access. You should submit to the Principal a written request identifying the record(s) you wish to inspect. The Principal will notify you of the time and place of inspection.

## **Amendment**

If you believe education records are inaccurate, you may request the records be amended. Such a request must be in writing, and directed to the Principal. The request must identify the part of the record you want changed, and specify why it is inaccurate. If the District denies your request, the District will notify you of the decision, advise of the right to a hearing, and provide the hearing procedures.

## **Consent**

You 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. One exception permits disclosure without consent to school officials with legitimate educational interests. School officials include District employees, Board members, a person or company retained by the District to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on a committee or assisting another school official. 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 District will disclose education records without consent to officials of another district in which a student seeks or intends to enroll.

## **Complaint**

You may 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 20202-4605