

Academy of Dover Charter School

Notification of Rights under FERPA for Students

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. These students are considered "eligible students".

What rights do parents and students over age 18 have?

- Parents or eligible students have the right to inspect the student's education records maintained by the school within 45 days from when the school receives a request for access. Written requests should be submitted to the school Principal which identifies the records they wish to inspect. The school Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. A written request should be made to the school Principal which clearly identifies what part of the record they want to have changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, 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. Additional information will be provided to the parent or eligible student when notified of the right to a hearing.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law

- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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, D.C. 20202-8520