

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

THE SCHOOL DISTRICTS OF CHESTERFIELD, HARRISVILLE, KEENE, MARLBOROUGH, MARLOW, NELSON, WESTMORELAND

NOTIFICATION OF RIGHTS UNDER “FERPA”

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

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

Parents or eligible students should submit to the appropriate school principal a written request that identifies the record(s) the parent or eligible student wishes 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 are inaccurate or misleading.

Parents or eligible students may request the school district amend a record that is believed to be inaccurate or misleading. The parent or eligible student should write the appropriate school principal, clearly identify in such letter the part of the record which is believed to be in need of change, and specify why it is inaccurate or misleading.

If the district decides not amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent 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 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 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 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 an official committee, such as a disciplinary 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.

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 20202-5901

Directory information is not published by the school districts of SAU 29 except as it may occur in school formats such as yearbooks, award announcements, school newsletters, programs/ bulletins published for athletic or other co-curricular events, and similar achievement-oriented publications. A parent or eligible student who objects to a student's directory listing in such publications should contact the building principal or the Superintendent of Schools in writing by September 20 of the school year. In addition, federal laws require school districts to release names, addresses and telephone listings of secondary school students to United States Armed Forces recruiters unless a parent or eligible student directs the school district in writing not to disclose such data to armed forces recruiters. Such direction must be submitted in writing prior to release of information to the recruiter.

Wayne E. Woolridge
William B. Gurney
Co-Superintendent of Schools

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