



## **Notification of Rights Under FERPA for Elementary and Secondary Schools**

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

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

*Parents or eligible students who wish to inspect their child's or their education records should submit to the appropriate school official a written request that identifies the records they wish to inspect. The school official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

*Parents or eligible students who wish to ask GLPS to amend their child's or their education record should write the appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. 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 of their 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 provide written consent before GLPS discloses personally identifiable information (PII) from 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 interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor not employed by GLPS who performs an institutional service or function for which GLPS would otherwise use its own employees and who is under the direct control of GLPS with respect to the use and maintenance of personally identifiable information from education records, such as an official of a regional consortium; an official of the Eaton Regional Education Service Agency; an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

*Another exception is, upon request, GLPS discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is*

*already enrolled if the disclosure is for purposes of the student's enrollment or transfer.*

*Directory Information may be disclosed unless a parent or eligible student notifies GLPS in writing that he/she wishes to exercise his/her [right to refuse to allow disclosure](#). Directory information is information that would not generally be considered harmful or an invasion of privacy if disclosed. GLPS designates the following as directory information: the student's name; name of parent/guardian; parent/guardian/student address; parent/guardian/student telephone listing; parent/guardian/student eMail address; grade level; photographs and videos; date and place of birth; major field of study; participation in officially recognized activities; dates of attendance; certifications, awards, and honors received; weight and height of members of athletic teams; the most recent previous educational agency or institution attended; student ID number, user ID, or other unique personal identifiers used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.; and other information that is generally found in directories, yearbooks, and programs. A student's Social Security Number, in whole or in part, is not directory information. In addition, federal law requires school districts to provide military recruiters, upon request, with high school students' names, addresses, and telephone listings unless a parent has advised GLPS that he or she objects to such disclosure. If you do not want GLPS to disclose directory information from your child's education records without your prior consent, you must [notify GLPS in writing](#) each school year by September 30.*

*FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student*

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
  - To organizations conducting studies for, or on behalf of, the school, in order to:  
(a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
  - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
  - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by GLPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

**Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**