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Superintendent of Schools*

Annual Notice of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford 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 Thomasville City Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish 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 is inaccurate or misleading. Parents or eligible students may ask Thomasville City Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school system decides not to amend the record as requested by the parent or eligible student, the school system 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 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 interests. A school official is a person employed by the school system 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 school system 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. Upon request, the school system discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. A copy of the records disclosed to another school district will be provided to parents or eligible students upon request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name

and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

(5) In addition, parents and eligible students have the right to refuse to allow the school system to release their child’s “directory information”, as explained below.

During the school year, your child may make headlines as a hero of the big game, or he or she might win an academic honor. Often stories about what is happening at school will feature students. Thomasville City Schools might want to use your child’s name or may get a great photograph or videotape of your child that we’d like to use in a school district publication or presentation.

The Family Educational Rights and Privacy Act (FERPA) permit school districts to release directory information to members of the general public who request it. Thomasville City Schools may release directory information to certain people and institutions, such as the news media, unless the parent or eligible student requests that such information not be released. Directory Information includes:

- Student name, address, phone number, and email address
- Date and place of birth
- Grade level
- Major field of study
- Photograph/video of student
- Participation in officially recognized activities and sports
- Dates of attendance
- Weight and height of athletic team members
- Degrees and awards received
- Most recent previous educational institution attended
- School newsletters or other publications

Parents and eligible students have the right to refuse the release of any or all directory information. The parent or eligible student must inform the school principal in writing concerning the items he or she does not want to be disclosed and must include the name of the student and grade in which student is enrolled. This written notice must be delivered to the principal within ten days after the student begins attending classes.

Authority: 20 U.S.C. 1232g; 34 CFR Part 99