



DELSEA REGIONAL HIGH SCHOOL DISTRICT

P.O. Box 405 • 242 Fries Mill Road • Franklinville, NJ 08322 • Ph: (856) 694-0100 • HS Fax: (856) 694-2046 • MS Fax: (856) 694-4417

Dr. Piera Gravenor, *Superintendent* • Dr. Melissa Williams, *Assistant Superintendent* • Joseph Collins, *Business Administrator*
Dr. Anner Thompson, *Director of Special Services/CST* • Paul Berardelli, *HS Principal* • Jill Bryfogle, *MS Principal*

FERPA Notification

The **Family Educational Rights and Privacy Act** (FERPA) is a federal law that affords parents the right to have access to their child's educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the educational records. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parent to the student ("eligible student"). Every year, educational agencies and institutions must notify parents and eligible students of their rights under FERPA.

FERPA prohibits schools receiving U.S. Department of Education funds from having policies or practices that deny parents the right to:

- Inspect and review educational records within 45 days of a request
- Seek to amend educational records believed to be inaccurate; and
- Consent to the disclosure of personally identifiable information from educational records, except as specified by law.

The Family Educational Rights and Privacy Act (FERPA) gives parents and students who are 18 years of age or older ("eligible students") certain rights with respect to their educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days after Delsea Regional HS District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request an amendment of the student's educational record if the parent believes it is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Delsea to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. Notification of the school's decision will be sent to the person who requested the change. If the institution chooses not to amend the record as requested, the school will notify the parent of their right to a hearing regarding the request for the amendment.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's educational records. One exception, which permits disclosure without consent, is disclosure to school officials with a legitimate educational interest, who is required to review the record in order to fulfill his or her professional responsibilities. Upon request, the school discloses educational records without consent to officials of another 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.

4. 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 is:

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

The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.