

**MARTHA'S VINEYARD PUBLIC SCHOOLS**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION**

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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 educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the School 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 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 educational 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 the School 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. 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 advise them of their right to a hearing regarding the request for an 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 educational record, except to the extent that FERPA authorizes disclosure without consent.

An 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; a person serving on the School Committee; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney 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 educational record in order to fulfill his or her professional responsibilities.

A second exception, which permits disclosure without consent, is disclosure of educational records to an official of another school district in which a student seeks or intends to enroll.

A third exception, which also permits disclosure without consent, is disclosure of directory information.

Directory information is defined by FERPA as the information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. For pre-school and elementary students, the following records have been designated as directory information:

*Name*  
*Grade*  
*Classroom Assignment*

For students in Grades 6 through 12, the following records have been designated as directory information:

*Name*  
*Graduating Class*  
*Team/Class Assignment*  
*Weight and height of members of athletic teams*  
*Participation in officially recognized activities and sports*  
*Honors and Awards*

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Martha's Vineyard Public Schools 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 20202-5920