

LAKE CENTRAL SCHOOL CORPORATION

Annual Notice to Parents and Eligible Students of Rights under the Family Educational Rights and Privacy Act

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. These rights are:

- 1) The right to inspect and review their student's education record within forty-five (45) days of the day the school receives a request for access. Parents/eligible students should submit to the building principal a written request that identifies the records(s) they wish to inspect. The building principal or his/her designee will make arrangements for access and notify the parent/eligible student of the time and place where the records can be inspected. Copies of records can be provided upon request and payment of the copy fee of \$0.10 per page.
- 2) The right to request amendment of the student's education record that the parent/eligible student believes is inaccurate, misleading, or otherwise in violation of the student's rights. A request for amendment must be made in writing to the building principal clearly identifying the portion of the record requested to be changed and specifying the reason. If the school decides not to amend the record as requested, the school will notify the parent/eligible student of its decision and advise the requestor of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent/eligible student when notified of the right to hearing.
- 3) The right to consent to disclosures of personally identifiable information contained within the student's education record, except to the extent disclosure of the information is allowed by law. One example of a disclosure which does not require consent is disclosure to Lake Central school officials with a legitimate educational interest in the information. Such school officials include, but are not limited to: a) nurses, counselors, school psychologists, speech therapists, and attendance officers working with the student; b) teachers working with the student in an educational assignment; c) building principals, assistant principals or their designees in the building attended by the student; d) school building office worker(s) officially designated by the building principal to maintain student records; e) central office administrators or designees while working on an issue involving the student or group of students including the student; and f) outside service providers while working on an issue involving the student or group of students including the student (e.g., school legal counsel when requested to advise regarding a student conduct issue).
- 4) The right to file a complaint concerning alleged failures by Lake Central School Corporation to comply with the requirements of FERPA with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

Student education records are maintained within the office of the school building attended by the student. Eligible students are those over eighteen years of age. Parents of eligible students retain the above rights without the consent of the student when the student is a dependent for Federal income tax purposes or when the disclosure is in connection with a health or safety emergency affecting the student or other individuals.