

Walden School of Liberal Arts Family Educational Rights & Privacy Notice Elementary and Middle School

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 (“eligible students”) the following rights to the student’s education records.

(1) *The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.*

After parents or eligible students submit a written request to the director identifying the record(s) they wish to inspect, the director will arrange for access and tell the parent or eligible student when and where the records may be inspected.

(2) *The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.*

Parents or eligible students may ask for amendment of a record believed to be inaccurate or misleading by writing to the school director and clearly identifying the record to be changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record, the School will notify the parent or eligible student of the decision and advise them of the right to a hearing.

(3) *The right to consent to disclosure of personally identifiable information contained in the student’s education records, except as FERPA allows disclosure without consent.* Three of the disclosures allowed without consent are:

(a) FERPA permits disclosure of education records without consent 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 School Board member; a person or entity the School has designated to perform a special task, such as a school resource officer; or a person serving on an official committee, such as a disciplinary committee, or assisting another school official in performing a responsibility. A legitimate educational interest exists if the official needs to review an education record in order to fulfill their responsibility as a school official.

(b) If a student plans to enroll in another school, Walden will disclose education records to the receiving School upon the receiving district’s request.

(c) FERPA permits disclosure of directory information without consent to third parties unless there is a timely written refusal. **Unless parents or eligible students write to the school within 15 days after distribution of this notice to refuse disclosure of directory information, the information may be disclosed.** Directory information may include a student’s: (i) name, (ii) address, (iii) telephone number, (iv) date and place of birth, (v) participation in activities or sports, (vi) weight and height of athletic team members, (vii) images (photo, video, etc.), (viii) awards, degrees and honors, (ix) dates of enrollment and (x) grade level and major field of study.

(4) *The right to file a complaint with the U.S. Department of Education.* The Office administering FERPA is the Family Policy Compliance Office, 600 Independence Avenue, SW, Washington D.C. 20202-4605.

Your questions about this policy can be directed to ashlee.vipperman@waldenschool.us