

# Fulton County Schools

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## Where Students Come First

TO: Parents of Students under 18 years of age and Students 18 years of age and older

The purpose of this letter is to inform you of your rights under the Family Educational Rights and Privacy Act (FERPA) and Fulton County Board of Education Policies adopted pursuant to that federal law, which are designed to assure the accuracy and privacy of student educational records.

Until a student reaches age 18 or enters a school beyond high school level, the rights outlined in this letter may be exercised only by the parents or guardians of students; thereafter, these rights may be exercised only by the student.

### RIGHT TO INSPECT AND REVIEW RECORDS

You have the right to inspect and review the student's educational records. You may address a request for an appointment to see such records to the principal of the student's school. Upon review of the records, if you have reason to believe that any information contained therein is inaccurate, misleading, or inappropriate; you have the right to request that the records be amended. If the school system does not amend the records within a reasonable time after your request, you will be notified of your right to a hearing to challenge the information in those records. The hearing will provide you with the opportunity to present your views and reasons for the challenge. Should you disagree with the results of the hearing, you have the right to enter into those records a statement of your position concerning the disagreement.

### DISCLOSURE OF INFORMATION IN STUDENT RECORDS

Without your prior consent, only you, authorized individuals having legitimate educational interests, officials in school systems in which a student intends to enroll, and certain authorized governmental officials may have access to the student's educational records. However, certain routine information, called "Directory Information", which includes name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information may be released by the school system unless you make a written request to the contrary for any or all directory information. This request should be sent to the Records Management Office, Attn: Student Records, Fulton County Board of Education, 5270 Northfield Boulevard, College Park, Georgia 30349, within ten (10) days of the distribution of this letter.

### RIGHT TO FILE COMPLAINT WITH FEDERAL AGENCY

If you at any time think this school or school system is not in compliance with the federal law regarding access to and disclosure of student records, you have the right to file a complaint with the Family Educational Rights and Privacy Act (FERPA) Office, Department of Education, Room 4512, Switzer Building, Washington, D.C. 20202.

You may request a copy of the official Fulton County Board of Education policy of student records from your school. If you have any further questions, please contact the school's principal.