

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 rights and privacy (FERPA) Act and Fulton County Board of Education policies adopted in accordance with this federal law, which are designed to ensure accuracy and isolation of the student's educational records.

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

RIGHT TO EXAMINE AND REVIEW RECORDS

You have the right to examine and review the student's education records. You can request 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 is inaccurate, misleading or inappropriate; you have the right to request that the records be amended. If the school system does not amend 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 their opinions and reasons for the challenge. If you disagreed with the results of the hearing, you have the right to incorporate in those files 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 the school systems in which a student intended to enlist, and certain authorized officials may have access to the student's educational records. However, certain routine information, called "directory information", that includes name, address, telephone listing, date and place of birth, dates of attention, important field of study, participation in activities and officially recognized sports, weight and height if a member of a team of athletic, degrees and awards received, the most recent agency or previous educational institution attended, and other similar information can be released by the system school unless you make a written request on the contrary to any or all of the directory information. This request should be sent to the Principal within ten (10) days of the distribution of this letter.

RIGHT TO FILE COMPLAINT WITH A FEDERAL AGENCY

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

You may request a copy of the official Student Records policy from the Fulton County Schools Board of Education. If you have any further questions, please contact the school principal.