

## Federal Law Governs Access to Student Records

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 the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) 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 for a hearing to challenge the contents of the record and to insure records are not inaccurate, misleading, or otherwise inappropriate.
3. A provision that students records will not be accessible in any form to any individual, agency, or institute without a written consent of the parent, except for the following: a) professional staff members of the schools; b) officials of other school systems provided the parent knows of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the contents of the record; c) authorized representatives of a federal or educational agency, in compliance with a judicial order or subpoena, provided that parents are notified in advance of the compliance by the school; and information connected with a student's application for financial aid.

The school may disclose personally identifiable information from the education record of a student who is in attendance at the school if that information has been designated as 'directory information'. Directory information may be used by schools in such school publications as school directories, athletic programs, school annuals, newsletters, media releases, videos, and other mediums of communication.

Military recruiters must also be given access to directory information. The parent or student, 18 years or older, must complete an "Opt Out" form, which is available in the BHS guidance office if they do not want this information released.

1. Categories of information designated as "Directory Information" are as follows: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and award received, and the most recent educational agency or institution attended.

2. Deleting directory information: Parents and eligible students 18 years or older must inform the School in writing each school year if all or part of the "Directory Information" should not be released.
3. Any questions regarding the Federal Law, or Beaver Creek Schools' policy may be answered by telephoning Dr. Patricia Shannon at the Pupil Services Office, 937-458-2440.