

ACCESS TO STUDENT RECORDS

Pursuant to the Family Educational Rights and Privacy Act (“FERPA”) and District Policy 5500, each parent/guardian or eligible student has a right to: 1) inspect and review the student’s education records; 2) request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights; 3) consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; and 4) file a complaint with the United States Department of Education alleging failure of the District to comply with FERPA and its regulations.

In addition, parents/guardians and students are advised: 1) that it is the district’s policy to disclose personally identifiable information from student records, without consent, to other “school officials” within the district whom the district has determined to have “legitimate educational interests”, as such terms are defined in the District’s Student Records Policy 5500; 2) that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled; 3) that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes; 4) that the district, at its discretion, releases “directory information”, as designated by the District’s Student Records Policy, without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent; 5) that, upon request, the district will disclose a high school student’s name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent; and 6) that the procedures for exercising the right to inspect, review and request amendment of student records are set forth in the District’s Student Records Regulation 5500-R which is available on the District’s website at www.troycsd.org/boe.