



BOLTON PUBLIC SCHOOLS

72 Brandy Street Bolton, Connecticut 06043 (860) 643-1569 www.boltonpublicschools.com

August 30, 2017

Dear Parent and Guardians,

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights. Parents or eligible students who wish to ask the District to amend a record should write the school principal and clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Specifically, FERPA prevents the release of student education records containing personally identifiable information to third parties without the school district first obtaining written consent from the student's parents, or the student once the student reaches the age of 18 years old. For example, if a newspaper requests your child's transcript, or a vendor requests which books your child has checked out of the library, or another parent requests your child's disciplinary records, the school district will not release this information without your written consent.

Despite this prohibition on the disclosure of student records, it is important to note that there are some exceptions to this general rule. The first of these is the "school official" exception, which allows school officials to have access to student records in order to perform their official duties. An example would be a special education teacher who utilizes student academic information when performing a student assessment. The second common exception to the prohibition of releasing student records without parental consent involves the disclosure of student information from one academic institution to another, such as when a student transfers from one school district to another.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605