

TERRELL COUNTY BOARD POLICY

Descriptive Code:
Issue Date: 8/15/2022

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Terrell County School System receives a request for access. Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs. 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 parent 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 parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Terrell County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights. If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent 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 parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, commenting on the contested information in the record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;

- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Terrell County School System as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the System discloses, and forwards, if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to object to the release of "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, weight and height of student if he/she is a member of an athletic team, photograph, recordings (audio/video), grade level, and dates of attendance. Parents or eligible students may request, in writing, that the Terrell County School System not disclose directory information about them. They should make this request annually by September 30th or within 10 school days of an enrollment after the start of the student school year.
5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the Terrell County School System to comply with requirements of the Family Educational Rights and Privacy Act or the regulations promulgated there under.

The Office that administers FERPA is:

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