

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Francis Tuttle will assume either parent has a right of access to records regardless of custody orders unless Francis Tuttle Technology Center has been provided with evidence that the right of access has been revoked. Documents such as court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to Francis Tuttle Technology Center to prevent access to student records. Francis Tuttle Technology Center is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies. Parents/guardians or eligible students should submit a written request that identifies precisely as possible the records he or she wishes to inspect. The written request should be submitted to the Office of Student Administrative Services or the Campus Director. Access will be provided within no more than 45 days of the request.

- Parents/guardians or eligible students have the right to request amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The parent/guardian or eligible student must submit a written request to the Office of Student Administrative Services or the Campus Director clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise in violation of a student's privacy rights. If the school decides not to amend the record, the parent or eligible student then has the right to a formal 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 setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Officials of another school, school system or institute of post-secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student's enrollment or transfer;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Francis Tuttle accrediting organizations

- To comply with as judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- Requests subject to Section 8528 of the Elementary and Secondary Education Act as it relates to Military Recruiters and High Education;
- Directory information, providing that the parent or eligible student has not refused to allow Francis Tuttle Technology Center to designate the items(s) as directory information

Francis Tuttle may disclose, without consent, “directory” information limited to a student’s name, grade level, certificates/honors/awards earned and participation in Francis Tuttle Technology Center student organizations. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school. Francis Tuttle Technology Center will make the annual notice accessible to non-English speaking parents/guardians or disabled parents/guardians of minor students and eligible students.

The school will maintain a record in a student’s file listing to whom personally identifiable information was disclosed and the legitimate interests the party had in obtaining the information. This does not apply to school officials with a legitimate educational interest or to directory information (student name & grade level).

Parents/guardians of minor students and eligible students have the right to exclude directory information and personally identifiable information from public access by notifying the Office of Student Administrative Services in writing of any or all the items they refuse to permit Francis Tuttle Technology Center to designate as directory information about that student. The designation will remain in effect until it is modified by the written direction of the minor student’s parent/guardian or by the eligible student.

All rights and protections given parents/guardians under FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a postsecondary school. The student then becomes an eligible student.

Release Psychological Evaluation Information

The following process relative to parent(s)/guardian(s) and student access to information contained in any psychological evaluation shall be followed:

Upon parent/guardian or student eighteen (18) or older request for review or inspection of psychological evaluations, the school official should refer said parties to an Examining Agency (Regional Guidance Center, Child & Family Service Center, RESC, etc.) for interpretation of the evaluation by the professional examiner (psychologist, psychiatrist, psychometrist.)

Complaints

If a parent of a minor student or an eligible student believes that the technology center is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5091
Telephone: (202) 260-3887