



**FERPA NOTIFICATION (rev. 4/2024)**

The Family Educational Rights and Privacy Act (FERPA) is the federal law designed to protect the privacy of a student's education records. Schools are required to notify parents and eligible students annually of their rights under FERPA. Upon request, St. Coletta discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for the purposes of the student's enrollment or transfer.

FERPA grants five rights to parents with respect to their children's scholastic records. These rights transfer to the student, or former student, upon reaching the age of 18. These rights are as follows:

- **The right to inspect and review the student's scholastic records** within a reasonable period but not to exceed 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal or assistant principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate school official will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
- **The right to request the amendment of a student's scholastic records** that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If St. Coletta decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- **The right to consent to disclosures of personally identifiable information contained in a student's scholastic records**, except to the extent that FERPA authorizes disclosure without consent. For example, FERPA authorizes disclosure without consent to school official whom St. Coletta has determined to have legitimate educational interests. A school official is a person employed by St. Coletta as an administrator, supervisor, instructor, or support staff member; an official of another school system where a student seeks or intends to enroll, or where the student is already enrolled. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- **The right to withhold disclosure of directory information.** At its discretion, St. Coletta may disclose basic "directory information" that is generally not considered harmful or an invasion of privacy without the consent of parents or eligible students in accordance with the provisions of District law and FERPA. Directory information includes:

- |   |   |
|---|---|
| A. Student Name   | F. Student's Date and Place of Birth    |
| B. Student Address  | G. Names of Schools Previously Attended |
| C. Student Telephone Listing                                    | H. Dates of Attendance                  |
| D. Name of Attending School                                     |   |
| E. Participation in Officially Recognized Activities and Sports |   |

If you do not want St. Coletta School to disclose directory information from your child's education records without your prior written consent, you must notify the LEA within two months of your child's enrollment in the school.

- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.** The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202.



Eligible students and parents of minor students have the right to see their records. In general, parental consent is required for others to access information in a student's records. Below are some circumstances under which consent is not required (See 20 USC §1232g (b)-(j) and 34 C.F.R. §99.31):

- In an emergency “ if knowledge of the information is necessary to protect the health and safety of the student or other individuals (See 34 C.F.R. §99.36(a));
- Instances of abuse or neglect;
- Mandatory reporting of communicable diseases as required by local and federal requirements;
- Disclosure to “school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests (§ 99.31.(1)(i)(A));
- Certain legal situations including subpoenas or investigations of criminal offenses.

Should you have any questions, please do not hesitate to call me.

Sincerely,

Catherine Decker  
Director of Student Services  
St. Coletta of Greater Washington

