

**Crispus Attucks Charter School**  
**Family Education Rights and Privacy Act Notice**

The Family Education Rights and Privacy Act (FERPA) affords parent and students over 18 years of age (eligible students only) certain rights with respect to the student's education records. They are:

**1. The right to review the student's education records within 45 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 parent or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask the Crispus Attucks Charter School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the District does not amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise of the 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.

**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.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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**4. The right to refuse the designation of any or all the categories of directory information.**

The School is permitted by law to disclose directory information without the written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the disclosures of any or all directory information if a written refusal is forwarded to the building principal no later than September 15th of the current school year.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

"Directory information" may be disclosed without consent unless the parent or eligible student requests that the information not be disclosed. "Directory information" includes the student's name, address, telephone number; date and place of birth; program; dates of attendance; participation in recognized activities and sports; weight and height of members of athletic teams; degrees, certificates, and awards received; and the most recent previous educational agency or institution attended by the student.

**5. 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 Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Additionally, Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165 as amended by the NCLB, requires the transfer of disciplinary records, with respect to a suspension or expulsion, by the school district, to any private, or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis.

Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub.L.No. 107-107), require the school district to:

- Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and
  
- Provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Website.