

Notice to Parents Regarding Student Records

Under the

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law which gives parents and/or guardians certain rights in order to protect the privacy of student educational records. NIS is committed to working with every parent to respect these rights as follows:

- **The right to inspect and review the student's education records within 45 days after NIS receives a request for access.**

The parents /guardians must submit a written request to NIS identifying the records they wish to inspect. NIS will make arrangements for access and notify the parent as to the time and place where the records can be inspected.

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

Parents who wish to ask NIS to amend a record should write a request to the Director or Executive Director clearly identifying the part of the record they want changed and specifying why it should be changed. If NIS decides not to amend the record as requested by the parent or eligible student, the school will notify the parent/guardian of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

- **The right to provide consent before the school discloses personally identifiable information from the student's records except to the extent that FERPA authorizes such disclosures. The exceptions which permit disclosure without consent include:**

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) or a person serving on the school board.

A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information, such as an attorney, auditor, medical consultant, or therapist, a parent volunteering to serve on an official committee, or a parent, student, or other volunteer 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.

Disclosure to officials of another school district

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. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent/guardian of the records request unless it states in its annual notification that it intends to forward records on request.)

Disclosure to authorized personnel

FERPA authorizes disclosure to representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities in connection with an audit or

evaluation of education programs, or for the enforcement of compliance with Federal legal requirements that relate to those programs.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by NIS 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