

Memo

To: Parents and Guardians and Eligible Students (18 years and over or emancipated)

From: Joy Waddell, Assistant Superintendent

Date: August 2018

Re: Annual FERPA Notification

As a the parent or guardian of a minor student enrolled at Missouri for the Blind, in accordance with the Family Educational Rights and Privacy Act, commonly referred to as FERPA, you have the following rights:

1. To inspect and review your student's education records;
2. To seek amendment of your student's education records, that you, the parent or eligible student; believes to be inaccurate, misleading, or otherwise in violation of your student's privacy rights;
3. To consent to disclosures of personally identifiable information contained in your student's education record, except to the extent that the Act and § 99.31 authorize disclosure without consent; and
4. To file with the Department a complaint under §§ 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.

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 education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
 - Parents or eligible students should submit a written request to Mrs. Joy Waddell, Assistant Superintendent, identifying the record(s) they wish to inspect. The assistant superintendent 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.
 - Parents or eligible students may ask MSB to amend a record that they believe is inaccurate. They should write the assistant superintendent, clearly

identify the part of the record they want changed, and specify why it is inaccurate. If MSB 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. 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 consent to disclosures of personally identifiable information contained 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; a person or company with whom the school 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, 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, MSB discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the MSB to comply with the requirements of FERPA.

- The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-5920