

## Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that ensures all families have certain rights related to the private student data that schools maintain. It also describes the responsibilities of schools to maintain private student data and the data that schools can release without written parental permission.

Parents have the right to:

- Review & inspect their child's records
- Request that a school correct records they believe to be inaccurate or misleading.
- If request is denied, appeal and have a formal hearing and may ultimately place a statement of contestation in the file.

Once a student turns 18 years old, those parent rights automatically transfer to the student. The student must provide written permission to allow parents to view educational records.

Private educational records include student grades, behavior/discipline records, special education documents, transcripts and other such records. Schools must have written permission to release such records *except* under the following conditions:

- To school officials with legitimate educational interest;
- To other schools to which a student is transferring;
- To specified officials for audit or evaluation purposes;
- To appropriate parties in connection with financial aid to a student;
- To organizations conducting certain studies for or on behalf of the school;
- To accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- To appropriate officials in cases of health and safety emergencies; and
- To state and local authorities, within a juvenile justice system, pursuant to Minnesota law.

By a combination of federal and Minnesota law, CVA may disclose, without consent, directory information, including:

- Student's name
- Address
- Telephone number
- Date of birth
- Place of birth
- Honors & awards
- Dates of attendance
- Email address

- Photograph
- Athletic team/extra-curricular participation
- Height/weight of athletic team members
- Degrees
- Previous school attended

This allows schools the freedom to share directory information with college or military recruiters, publish a yearbook, create team rosters and event programs, publish honor rolls and awards, and transfer records between institutions as necessary.

Parents may request in writing that directory information not be shared. That request should be sent to Melissa Onyango-Robshaw, Student Services Coordinator, at [monyango-robshaw@cybervillageacademy.org](mailto:monyango-robshaw@cybervillageacademy.org).

For more information related FERPA see:

The federal FERPA information website at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Cyber Village Academy Policy 515 at <http://www.cybervillageacademy.org/Board-of-Directors/School-Policies/index.html>