

## **EDUCATION SERVICES DIVISION**

### **FERPA**

According to the Family Educational Rights and Privacy Act (FERPA), school records of students are confidential. FERPA allows school officials to provide what is called “directory information” without parental consent. However, public notice must be made before directory information may be made available. Parent notification is included in the Back to School Report, and registration materials inform parents of the right to restrict the distribution of directory information. Directory information includes the student’s name, address, grade level, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, years of attendance, degrees and awards received, and schools attended. In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school that they do not want their student’s information disclosed without their prior written consent. Information other than directory information is not released without the written consent of the parent/guardian, eligible student or by court order.

Parents or guardians also have a right to review educational records kept by the district. To inspect these records, parents/guardians should contact the principal to schedule a records review. In addition, parents may by written request, to the principal of the school, challenge the contents of student records that they believe are inaccurate. School personnel are to respond to all requests within a reasonable length of time not to exceed ten (10) school days from the date of receipt of the request. A copy of school district Regulation 5125.1 pertaining to the education rights and privacy of parents and students is available upon request from the principal’s office. The regulation can also be accessed through the Clark County School District website at [www.ccsd.net](http://www.ccsd.net).

Questions regarding educational records at the school should be directed to the principal in writing. Parents or eligible students have a right to file a complaint regarding the district’s compliance with these requirements by contacting the Family Policy Compliance Office, U.S. Department of Education.