Family Educational Rights and Privacy Act (FERPA) Annual Notice

GREEN Charter Schools
Annual Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)

GREEN Charter Schools is committed to protecting the privacy of student education records and complying with the **Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99**.

FERPA provides parents and eligible students with certain rights regarding student education records. These rights transfer from the parent to the student when the student reaches **18 years of age** or attends a postsecondary institution.

FERPA Rights

Parents and eligible students have the following rights:

1. Right to Inspect and Review Education Records

Parents or eligible students have the right to inspect and review the student's education records maintained by GREEN Charter Schools.

A parent or eligible student who wishes to inspect and review education records should submit a written request to the student's school or the GREEN Charter Schools Central Office. GREEN will respond to the request within the timeframe required by FERPA.

2. Right to Request Amendment of Education Records

Parents or eligible students have the right to request that GREEN Charter Schools amend education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Requests should be submitted in writing and should clearly identify the portion of the record the parent or eligible student believes is inaccurate or misleading and explain why.

If GREEN decides not to amend the record, the parent or eligible student will be notified of the decision and of their right to a hearing regarding the request for amendment. If the record is not amended following the hearing, the parent or eligible student has the right to place a statement with the record expressing their disagreement with the school's decision.

3. Right to Consent to Disclosure of Personally Identifiable Information

Generally, FERPA requires written consent from a parent or eligible student before personally identifiable information from a student's education records may be disclosed to a third party.

However, FERPA permits schools to disclose education records without consent in certain circumstances. These circumstances may include, but are not limited to:

- School officials with a legitimate educational interest;
- Officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, or where the student is already enrolled, subject to applicable requirements;
- Authorized representatives of federal, state, or local educational authorities;
- Organizations conducting certain studies on behalf of the school;
- Accrediting organizations;
- Appropriate parties in connection with financial aid;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in connection with a health or safety emergency; and
- Other disclosures permitted under FERPA and its implementing regulations.

GREEN Charter Schools defines a **school official** to include individuals employed by or acting on behalf of GREEN who have a legitimate educational interest in accessing student education records. This may include administrators, teachers, counselors, support staff, and certain contractors, consultants, volunteers, or other parties performing institutional services or functions for GREEN, when permitted by FERPA.

A legitimate educational interest exists when access to a student's education record is necessary for a school official to perform an appropriate educational, administrative, supervisory, or professional responsibility on behalf of GREEN.

4. Right to File a Complaint

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by GREEN Charter Schools to comply with FERPA.

Complaints may be submitted to:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Additional information about FERPA and filing a complaint is available through the U.S. Department of Education's Student Privacy Policy Office.

Directory Information

FERPA permits schools to designate certain information as **"directory information."** Directory information is information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed.

GREEN Charter Schools designates the following information as directory information:

- Student's name;
- Student's address;
- Student's telephone number;
- Student's school email address;
- Parent/guardian name;
- Date and place of birth;
- Dates of attendance;
- Grade level;
- Enrollment status;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received;
- Academic or extracurricular recognition;
- Most recent educational institution attended;
- Student's photograph or other visual image;
- Student's participation in school-sponsored activities, programs, events, or organizations; and
- Information generally found in school publications, including yearbooks, graduation programs, athletic programs, honor rolls, and similar school materials.

GREEN Charter Schools may disclose directory information without obtaining prior written consent, unless a parent or eligible student has exercised the right to opt out of the disclosure of directory information.

Directory information may be used or disclosed for appropriate school-related purposes, including school publications, yearbooks, athletic programs, graduation materials, school websites and social media, newsletters, school communications, recognition of student accomplishments, and other activities that support the educational mission of GREEN Charter Schools.

Directory information does not include a student's Social Security number, student identification number used to access an educational record, or other information that FERPA specifically protects from disclosure.

Right to Opt Out of Directory Information Disclosure

Parents or eligible students have the right to request that GREEN Charter Schools **not disclose any or all designated directory information** about the student.

A parent or eligible student who wishes to opt out must submit a written request to the student's school or GREEN Charter Schools Central Office within the timeframe established by GREEN. The request should identify the student and specify which directory information categories the parent or eligible student does not want disclosed.

An opt-out request applies to future disclosures and does not require GREEN to retrieve information that has already been published or disclosed before the opt-out request was received.

Parents and eligible students should understand that choosing to opt out of directory information may prevent GREEN from including the student's information in certain school publications, programs, recognition materials, athletic materials, yearbooks, websites, social media, or other school-related communications.

Military Recruiters and Postsecondary Institutions

Federal law permits military recruiters and certain institutions of higher education to request student information in accordance with applicable law. Parents and eligible students may have the right to opt out of certain disclosures of student information to military recruiters and postsecondary institutions.

GREEN Charter Schools will provide any notices and opt-out opportunities required by applicable federal and state law.

Annual Notification

GREEN Charter Schools provides this FERPA notice annually to parents and eligible students. Parents and eligible students are encouraged to review this notice and contact their school if they have questions regarding student education records, privacy rights, directory information, or the FERPA opt-out process.

For questions regarding FERPA or student records, please contact the student's school or:

Additional FERPA information:
U.S. Department of Education, Student Privacy Policy Office
https://studentprivacy.ed.gov/