DATE: August 1, 2025

Dear Parent or Guardian,

In keeping with the Family Educational Rights and Privacy Act, FERPA, both custodial and noncustodial parents have a right to their child's educational records unless there is a court order or State law specifically providing to the contrary. FERPA generally prohibits the improper disclosure of personal identifiable information, PII.

Parents/Guardians may request to view school records. Parents/Guardians may request what they believe to be inaccurate information be amended. While schools are not required to amend the record in accordance with a parent request, the school is required to consider the request within 45 days.

Under FERPA a school may not disclose PII from a minor student's educational record to a third party without a parent/guardian written consent with exceptions. These exceptions according to FERPA are recognized as "Directory Information" and generally considered not to be harmful or an invasion of privacy if disclosed. Directory information is generally considered to be but not limited to: Name, address, e-mail address, telephone listing date and place of birth, proposed field of student, participation in officially recognized activities and sports, height, weight, athletic teams, dates of attendance, degrees and awards, photograph and enrollment status.

Additionally, under FERPA a school is not required to maintain educational records for a designated period of time. Schools may destroy educational records without notification.

Sincerely,
Belinda Swart
Federal Programs Director

This letter is designed to provide caregivers basic information regarding FERPA. You can review FERPA regulations at the following website:
www.2ed.gov/policy/gen/guid/fpco/ferpa/index.html