



# **ANNUAL NOTICE OF RIGHTS UNDER FERPA**

**FOR PARENTS AND ELIGIBLE STUDENTS - 2026-2027**

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights with respect to education records. An eligible student is a student who is 18 years of age or attends a postsecondary institution. When a student becomes eligible, FERPA rights transfer from the parent to the student, subject to applicable exceptions.

## **1. INSPECT AND REVIEW EDUCATION RECORDS**

A parent or eligible student has the right to inspect and review education records within 45 days after ETSD receives a written request. The request should identify the records to be inspected and be submitted to the school principal or the district office. ETSD will arrange access and notify the requester of the time and place for inspection.

## **2. REQUEST AMENDMENT OF A RECORD**

A parent or eligible student may ask ETSD to amend a record believed to be inaccurate, misleading, or otherwise in violation of privacy rights. The written request should clearly identify the part to be changed and explain why. If ETSD decides not to amend the record, it will provide notice of the decision and the right to a hearing. After the hearing, the requester may place a statement in the record if the decision remains unchanged.

## **3. CONSENT TO DISCLOSURE**

ETSD generally must obtain written consent before disclosing personally identifiable information from education records, unless FERPA authorizes disclosure without consent. Consent must identify the records, purpose, and party or class of parties and must be signed and dated.

## **4. FILE A COMPLAINT**

A parent or eligible student may file a complaint with the U.S. Department of Education concerning alleged failures by ETSD to comply with FERPA. Current complaint instructions are available from the Student Privacy Policy Office at [studentprivacy.ed.gov](http://studentprivacy.ed.gov).

**ETSD CONTACT** Submit records requests or questions to the student's principal or to East Tallahatchie School District, 411 East Chestnut Street, Charleston, MS 38921; 662-647-5524; [www.etsd.k12.ms.us](http://www.etsd.k12.ms.us).



## DISCLOSURES WITHOUT PRIOR CONSENT

FERPA permits disclosure without consent in specific circumstances. These may include, as allowed by law:

- School officials with legitimate educational interests, including contractors, consultants, volunteers, or other parties to whom ETSD has outsourced institutional services or functions and who meet district control and confidentiality requirements.
- Officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, or where the student is already enrolled, when the disclosure relates to enrollment or transfer.
- Authorized representatives for audit, evaluation, compliance, or enforcement of supported education programs.
- Appropriate parties in connection with financial aid for which the student has applied or received.
- State and local officials when disclosure is specifically allowed by state law concerning the juvenile justice system.
- Organizations conducting certain studies for or on behalf of ETSD under a written agreement and FERPA safeguards.
- Accrediting organizations carrying out accrediting functions.
- A parent of an eligible student if the student is a dependent for federal tax purposes, when applicable.
- Compliance with a judicial order or lawfully issued subpoena, subject to required notice and exceptions.
- Appropriate parties during a health or safety emergency when knowledge is necessary to protect the student or others.
- Information ETSD has designated as directory information, unless the parent or eligible student timely opts out under the annual district notice.

## SCHOOL OFFICIAL AND LEGITIMATE EDUCATIONAL INTEREST

A school official may include an ETSD employee, school board member, or a person or company performing an institutional service or function for which ETSD would otherwise use employees. A school official has a legitimate educational interest when access is needed to fulfill professional responsibilities for ETSD. Such persons remain subject to ETSD's direct control concerning the use and maintenance of education records and may not redisclose information except as authorized by FERPA.

## DIRECTORY INFORMATION AND OPT-OUT

ETSD may disclose categories of directory information identified in the current student handbook, annual notice, or board policy unless a parent or eligible student submits a written opt-out within the published deadline. An opt-out does not prevent disclosure required or otherwise authorized by law and may affect items such as public recognition, programs, or publications.

|                     |                                                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Student name        | _____                                                                                                                             |
| School/grade        | _____                                                                                                                             |
| Request             | <input type="checkbox"/> I request that ETSD not disclose directory information as described in the current annual notice/policy. |
| Scope clarification | _____                                                                                                                             |
| Signature/date      | _____                                                                                                                             |
| Relationship        | <input type="checkbox"/> Parent/guardian <input type="checkbox"/> Eligible student                                                |

*Return any opt-out request to the student's school. Keep a copy. ETSD will apply the request prospectively as permitted by law.*