

§ 99.7 What must an [educational agency or institution](#) include in its annual notification?

(a)

(1) Each [educational agency or institution](#) shall annually notify [parents](#) of students currently in [attendance](#), or [eligible students](#) currently in [attendance](#), of their rights under the [Act](#) and this part.

(2) The notice must inform [parents](#) or [eligible students](#) that they have the right to -

(i) Inspect and review the student's [education records](#);

(ii) Seek amendment of the student's [education records](#) that the [parent](#) or [eligible student](#) believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;

(iii) Consent to [disclosures](#) of personally identifiable information contained in the student's [education records](#), except to the extent that the [Act](#) and [§ 99.31](#) authorize [disclosure](#) without consent; and

(iv) File with the Department a complaint under [§§ 99.63](#) and 99.64 concerning alleged failures by the [educational agency or institution](#) to comply with the requirements of the [Act](#) and this part.

(3) The notice must include all of the following:

(i) The procedure for exercising the right to inspect and review [education records](#).

(ii) The procedure for requesting amendment of [records](#) under [§ 99.20](#).

(iii) If the [educational agency or institution](#) has a policy of disclosing [education records](#) under [§ 99.31\(a\)\(1\)](#), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

(b) An [educational agency or institution](#) may provide this notice by any means that are reasonably likely to inform the [parents](#) or [eligible students](#) of their rights.

(1) An [educational agency or institution](#) shall effectively notify [parents](#) or [eligible students](#) who are disabled.

(2) An agency or institution of elementary or secondary education shall effectively notify [parents](#) who have a primary or home language other than English.

(Approved by the Office of Management and Budget under control number 1880-0508)

(Authority: [20 U.S.C. 1232g](#) (e) and (f))

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