

Family Education Rights and Privacy Act

Parents/guardians of children enrolled in Coopersville Area Public Schools and students who have attained the age of 18 years are notified that under the Family Educational Rights and Privacy Act (FERPA) (USC1232[g]) they have the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to obtain a copy of the school district's student records. To obtain a copy a written request needs to be submitted at the Administration Building, 198 East St. Coopersville, MI 49404.
3. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Coopersville Area Public Schools to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception permits disclosure without consent - disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Board of Education hereby gives notice to limit the disclosure of personally identifiable information contained in a student's education record except:

- Where prior written consent of the student's parent/guardian is first obtained •
- Where the information has been designated as "directory information" •
- Under certain limited circumstances permitted by law.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coopersville Area Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy and Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605