



Annual Notification of Rights under FERPA for Prince George's County Public Schools

The Family Educational Rights and Privacy Act (FERPA) provides parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days after the day PGCPS receives a request for access.**

In accordance with Administrative Procedure 5125 and 5134, parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school 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 request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask a PGCPS school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.

- 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Please see the information under #5 below for exceptions to the prior written consent rule.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a PGCPS school to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

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

- 5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations, including disclosures:**

- To other school officials, including teachers, within PGCPS whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or

functions. 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.

- To officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is requested for purposes of the student's enrollment or transfer.
- To certain authorized representatives of federal or State government.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- The school has designated as "directory information" and listed under #6 below.

6. **The right to "opt out" of allowing PGCPSS to disclose directory information without prior written consent.** PGCPSS has designated the following information as directory information:

- Student's name
- Telephone listing
- Email address
- Participation in officially recognized activities and sports
- The most recent school attended
- Dates of attendance
- Grade level
- Honors and awards received
- Student ID number, user ID, or other unique personal that cannot be used to access education records without a PIN, password, etc. (Note: A student's social security number, in whole or in part, cannot be used for this purpose.)

If a parent does not want PGCPSS to disclose directory information from a child's education records without prior written consent, the parent must notify the school principal/designee in writing within **five (5) business days** of receiving the annual notification.

The parent's opt out shall be honored for one school year. The parent must re-submit the opt-out notice upon receipt of the annual notification in subsequent school years.