

Notification of Rights Regarding Student Education Records

Lewis County Schools, in accordance with the Family Rights and Privacy Act (FERPA) and the West Virginia Department of Education Policy 4350-Procedures for the Collection, Maintenance and Disclosure of Student Data affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The rights include:

- 1.** The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make appropriate 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 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. The parent or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The administration of the school shall determine whether to amend the educational record of the student in accordance with the request. This determination shall be made within a reasonable period of time. If the determination is made to decline to amend records as requested, the school system shall inform the parent or legal guardian or the eligible student of the determination and of the right to a hearing under this policy.
- 3.** Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Section 126-94-16 authorizes disclosure without consent. Lewis County schools shall obtain an Authorized Statement of Consent for Disclosure of Information from the parent or legal guardian of a student or the eligible student before disclosing personally identifiable information from the education records of a student, excluding the exceptions as provided within West Virginia State Board of Education Policy 4350. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interest. A school official is a person employed by the Lewis County Board of Education as an administrator, supervisor, teacher, or support staff member. 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 responsibilities. Upon request, Lewis County Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4.** The right to file with the U.S. Department of Education a complaint as described in Section 126-94-27 concerning alleged failures by the educational agency or institution to comply with the requirements of this policy. The name and address of the Office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Lewis County Schools Policy 5.41.59 – Disclosure of Directory Information

The Lewis County Board of Education Policy 5.41 – Safety Regulations and Procedures establishes parameters for the release of student directory information.

Data that can be released in accordance with policy is referred to as "directory information" and includes only the following categories: student name, address, phone number, student's e-mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees/awards received, and the most recent previous educational agency or institution attended by the student.

The parent or an eligible student has the right to place additional limitations on the release of any category of directory information. A parent or student may do so by providing written notice to the principal of the school regarding specific limitation(s) she/he wishes to invoke. The notice shall include the specific items among those designated above that they do not wish to have the school release without prior written consent. Written notice must be submitted on an annual basis prior to September 30.