

## Notification of Rights of Parents, Guardians & Eligible Students

Updated September 2022

Hudson School District policy JRA Student Records & Access – FERPA, requires the Hudson School District to notify parents, guardians and eligible students of their rights under FERPA and state law.

1. The rights of parents or eligible students to inspect and review the student's education records.

Parents/guardians or eligible students who wish to inspect their child's (or their) education records should submit a written request to the school that identifies the records they wish to inspect. The school 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 intent of the District to limit the disclosure of information in a student's record, except:
  - a. By the prior written consent of the parent or eligible student
  - b. As directory information
  - c. Under certain, limited circumstance, as permitted by law

### Disclosure of Student Records and Student Information

In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. School officials with a legitimate educational interest. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the School District. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas, upon condition that parents and the student are notified of all such orders or subpoenas in advance of compliance therewith by the District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.

8. Health and safety emergencies.

3. The right of a student's parents/guardian or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request.

Parents or eligible students who wish to ask the school to amend their child's or their education record should submit a written request to the building Principal clearly identifying 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 request a hearing regarding the request for amendment.

A request for a hearing must be submitted in writing to the building Principal, within 30 days of the date of the decision denying the requested amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The rights pertaining to access and challenging described herein are transferred to the student on the attainment of his/her 18th birthday.

4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA:

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

5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

Policy JRA Student Records & Access – FERPA is available on the district's website under School Board>Policies or by contacting the Superintendent's Office at (603) 883-7765.