

NOTICE OF PRIVACY RIGHTS – ANNUAL NOTIFICATION
Parent(s), Guardian, and/or Eligible Student

This notice informs parents and eligible students (those 18 and older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of education records, and provisions for filing a complaint with HEW. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976 Federal Register.

The law and regulations published by the Department of Health, Education, and Welfare, require educational institutions to:

- Provide parents and eligible students the opportunity to inspect student educational records. That can be done by contacting the school principal.
 - Provide parents opportunities for a hearing to challenge the content of the student's education record when they believe it contains information that is inaccurate, misleading, or in violation of the student's right to privacy. (Grades are NOT subject to challenge.)
 - Limit disclosure of information from the student's record to those who have the consent of the parent or eligible student, or to officials specifically permitted within the law such as local school officials; those of other schools in which the student seeks to enroll: and, under certain conditions and for specific purposes, local, state, and federal officials.
1. Parents of dependent students will have access to the educational record. This agency will assume that the student is dependent on their parent(s) (claim as tax exemption) until we are otherwise notified.
 2. This agency will publish directory information, collective, or individual, unless a parent/eligible student within ten days after this notice notifies the privacy officer in writing that any or all of the categories listed below (be nominated directory information) should not be released without prior written consent.

DIRECTORY INFORMATION

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| 1. Name | 7. Sports – Weight and Height of Athletic Team Members |
| 2. Address | 8. Dates of Attendance |
| 3. Telephone Listing | 9. Degrees |
| 4. Date and Place of Birth | 10. Awards Received |
| 5. Major Field of Study | 11. Most Recent Previous Educational Institution Attended |
| 6. Participation in Officially Recognized Activities | |

3. Policy Available
Copies of district policy and implementation procedures are available upon request from the superintendent.
4. Parents or eligible students may file a complaint with HEW if they believe their rights under this law have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory.

F.E.R.P.A.. HEW
ROOM 514 E
200 INDEPENDENCE AVENUE, S.W.
WASHINGTON, D.C. 20201

Eligible Student means a student who has attained eighteen years of age, or is attending an institution of post secondary education.