



The purpose of this document is to inform parents and legal guardians of students under 18 years old and students 18 years of age and older of their rights under the Family Educational Rights and Privacy Act (FERPA). Until a student reaches age 18 or enters a school beyond the High School level, the rights outlined in this letter may be exercised only by the parents or legal guardians of the student; after 18, these rights may be exercised only by the student.

RIGHT TO EXAMINE AND REVIEW RECORDS

You have the right to examine and review the student's education records. You may contact the principal or local school administrator of the student's school to request an appointment to review the student's records. The principal or local school administrator has 45 days to respond to your request to review the record. The requested record cannot be altered during the 45 day period. Upon review of the records, if you have reason to believe that any information is inaccurate, misleading or inappropriate, you have the right to request that the records be amended. If the Department of Juvenile Justice School District – Georgia Preparatory Academy does not amend the records in a reasonable amount of time, or questions the requested amendment, you will be notified of your right to a hearing to challenge the information in the records. The hearing will provide you with an opportunity to present your opinions and justification for the challenge. If you disagree with the results of the hearing, you have the right to incorporate a written statement into the student records.

DISCLOSURE OF INFORMATION IN STUDENT RECORDS

Routine student information, called "directory information" which includes student name, address, telephone number, date and place of birth, dates of attendance, most recent educational institution attended, and honors can be disclosed by the Department of Juvenile Justice School District – Georgia Preparatory Academy. If you do not wish for your child's "directory information" to be disclosed, contact the principal or local school administrator within 30 days of enrollment. School officials with a "legitimate educational interest" may access student records under FERPA. This typically means other school systems can send and request your student's records for the purpose of determining accurate and appropriate academic services. The student information can only be used in the context of official agency or school business. The Department of Juvenile Justice School District – Georgia Preparatory Academy will accept written requests for school records from a school that a student has enrolled in. This may include a postsecondary institution. A parent/legal guardian or student 18 and older may also request records.

RIGHT TO FILE A COMPLAINT WITH A FEDERAL AGENCY

If at any time you feel that the Department of Juvenile Justice School District is not in compliance with federal law regarding access to student records, you have a right to file a complaint with the:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202.
Further information concerning FERPA can be found at <http://familypolicy.ed.gov/>