



Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

Parents or eligible students should submit to the registrar a written request that identifies the records they wish to inspect. The school official 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 or misleading.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by CVA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Trustees. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. 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.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CVA 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

Directory Information

CVA may disclose appropriately designated "directory information" without written consent, unless you have advised CVA to the contrary in accordance with CVA's procedures. The primary purpose of directory information is to allow CVA to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want CVA to disclose directory information from your child's education records without your prior written consent, you must notify the registrar by June 1 each year and the Directory Information so designated by the parents or eligible student will not be disclosed.

CVA has designated the following information as directory information: student's name; parent/s' name/s, home address; phone number; electronic mail address; photograph; date and place of birth; grade level; enrollment status (e.g., full-time or part-time); dates of attendance; participation in officially recognized activities and sports; degrees, honors, and awards received; and the most recent educational agency or institution attended.

CVA will not publish on the Internet or provide for publication on the Internet any personal information about its students without the consent of the parents or the eligible student. "Personal information" is defined as information that identifies the student, including but not limited to, name, address, photograph, personal biography, email address, date of birth, social security number, or parents' names.

**Disclosure to Parents of Dependent Students over 18
and Consent Form for Disclosure to Parents**

To: Registrar, Carrabassett Valley Academy ("CVA")

From: _____ Student's First Name
Middle Initial Last Name

Permanent Street Address City State Zip Code

CVA is providing this form to you because you have turned 18 years old or will turn 18 during the school year. Under the Family Educational Rights and Privacy Act (FERPA), CVA is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please check one:

Yes. I certify that my parents claim me as a dependent for federal income tax purposes

No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Signature: _____ Date: _____

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that CVA may disclose information from your education records to your parents, please sign the following consent:

I consent to the disclosure of any personally identifiable information from my education records to my parent(s), for reasons determined by CVA as appropriate. This authorization will remain in effect for the 2017-2018 school year.*

Signature: _____ Date: _____

If parents live at the same address, please list both in # 1.

I. _____	2. _____
Name(s)	Name(s)
_____	_____
Address	Address
_____	_____
City, State, Zip	City, State, Zip
_____	_____
Telephone	Telephone

*Students cannot be denied any educational services from CVA if they refuse to provide consent.