



Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are as follows:

- (1) *The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.*

Parents/guardians or eligible students should submit to Cedarcrest's Education Coordinator or Social Worker a written request that identifies the record(s) they wish to inspect. The Education Coordinator and/or Social Worker will arrange for access to the record and will notify the parent/guardian as to when the records may be reviewed.

- (2) *The right to request an amendment of the student's education records that the parent/guardian believes are inaccurate or misleading.*

Parents/guardians may ask Cedarcrest, Inc., in writing, to amend a record that they believe is inaccurate or misleading. If Cedarcrest, Inc. decides not to amend the record as requested by the parent/guardian, Cedarcrest, Inc. will notify the parent/guardian of the decision in writing and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.

- (3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

Disclosure to Cedarcrest school staff who have a legitimate educational interest is permitted. These might include administrators, teachers, education assistants, therapists, nurses, or support staff members. In addition, individuals contracted by Cedarcrest, Inc. to provide services in the school will have access to the records based on need-to-know. Parents, staff members or Trustees serving on an official school committee, or assisting another school official in performing his or her tasks may also have access on a need-to-know basis. Officials of the student's sending school district or a district in which a student will be enrolled may access Cedarcrest, Inc. education records without a specific consent.

- (4) *The right to file a complaint with the U. S. Department of Education concerning alleged failures by Cedarcrest, Inc. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:*

*Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605*