

Williamson County Board of Education



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Editorial 6/23/14

6.601

ANNUAL NOTIFICATION

1 Within the first three weeks of each school year, the Williamson County School District will publish in a
2 county newspaper of general circulation a notice to parents, legal guardians, and eligible students of their
3 rights under the FERPA and this policy. The district will also send home with each student a bulletin listing
4 these rights and the bulletin will be included with a packet of material provided parents, guardians, or an
5 eligible student when the student enrolls during the school year.

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7 The notice will include the following:

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- 9 1. The right of a student's parents or legal guardians and eligible students to inspect and review
10 the student's education records.
- 11 2. The intent of the Williamson County School District to limit the disclosure of information
12 contained in a prior written consent of the student's education record except: (a) by the prior
13 written consent of the student's parent or the eligible student, (b) as directory information, or,
14 (c) under certain limited circumstances, as permitted by the FERPA.
- 15 3. The right of a student's parent or an eligible student to seek to correct parts of the student's
16 education record which he or she believes to be inaccurate, misleading, or in violation of
17 student rights. This right includes the right to a hearing to present evidence that the record
18 should be changed if the district decides not to alter it according to the parent or eligible
19 student's request.
- 20 4. The right of any person to file a complaint with the Department of Health, Education and
21 Welfare if the Williamson County School District violates the FERPA.
- 22 5. The procedure to follow to obtain copies of this policy and the locations where copies may be
23 obtained.

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25 The district will arrange to provide translations of this notice to non-English speaking parents in their native
26 language.

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28 Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act
29 and this policy.

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- 31 1. The right to inspect and review the student's education record. (The inspection and review
32 must be completed in 45 days or less from the receipt of the written request for access.)
- 33 2. The right to exercise a limited control over other people's access to the student's educational
34 record.
- 35 3. The right to seek to correct the student's education record, in a hearing if necessary.
- 36 4. The right to report violations of the FERPA to the Department of Health, Education and
37 Welfare.
- 38 5. The right to be informed about FERPA rights.

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40 All rights and protections under the FERPA and this policy transfer to the student when he or she reaches
41 age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

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43 A copy of the student records policy will be available for parent and eligible student review in the principal's
44 office of each school and the Superintendent of Schools office.

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