



August, 2023

Dear Parent/Guardian and Student 18 years or older:

The “Family Education Rights and Privacy Act of 1974” (FERPA) and the “Protection of Pupil Rights Amendment” (PPRA) requires school systems to annually inform parents of students under 18 years of age and students 18 years of age or older of certain provisions contained therein.

The schools maintain a record on the educational development of every student. This record or educational folder contains items such as grades, test scores and other materials that are collected in the interest of developing the best educational program for the individual student.

You have the right to have access to and review the records kept on your student. A student 18 years of age or older has the right to access and review his/her records. A written request to review student records should be made in writing to the building administrator. The school will arrange a time for a review of the records in the company of a staff member. Educational records are kept in each building; confidential special education records are kept in the Department of Student Services at the Board of Education.

Please review the attached information which describes your rights under FERPA and PPRA. Please pay particular attention to the last bullet in section #3 in the FERPA policy which addresses releasing directory information. If you wish to have directory information withheld, you will need to obtain the Consent to Withhold Directory Information form from your school office, complete the top of the consent form, and return it to the school your student attends within 30 days.

This information may also be found on our website: [chuh.org](http://chuh.org) choosing the tabs; District/Student Services/FERPA.

Sincerely,

Karen Liddell-Anderson  
Director of Student Services

Cleveland Heights-University Heights City School District  
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Equal Opportunity Employer

# **Cleveland Heights-University Heights City School District**

## **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the school received the request for access.
  - Parent/Guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to review. The school principal 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/guardian or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
  - Parents or eligible students who wish to ask the school to amend the record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent or eligible student of the decision 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 or eligible student 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.
  - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member; a person serving on the School Board; or a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor etc). 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 district in which a student seeks or intends to enroll.
  - Directory information such as: name, address, telephone, age, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance and dates of graduation or awards received, may be furnished without written consent unless a parent/guardian or student 18 years or older specifically requests that such information be withheld.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirement of FERPA.

**Cleveland Heights-University Heights City School District**  
**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctor or ministers;
  7. Religious practices, affiliations or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
  - 1). Any other protected information survey, regardless of funding;
  - 2). Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student , except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - 3). Activities involving collections, disclosure, or use of personal information obtained from students for marketing or to sell to otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
  - 1). Protected information surveys of students;
  - 2). Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - 3). Instructional material used as part of the educational curriculum.

These rights transfer from the parent/guardian to a student who is 18 years old or an emancipated minor under State law.

The Cleveland Heights-University Heights City Schools (District) has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents/Guardians will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered by this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by the U. S. Department of Education.
- Any non-emergency, invasive physical examination or screening as describe above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW,  
Washington, D.C. 20202-5902



## What is FERPA?

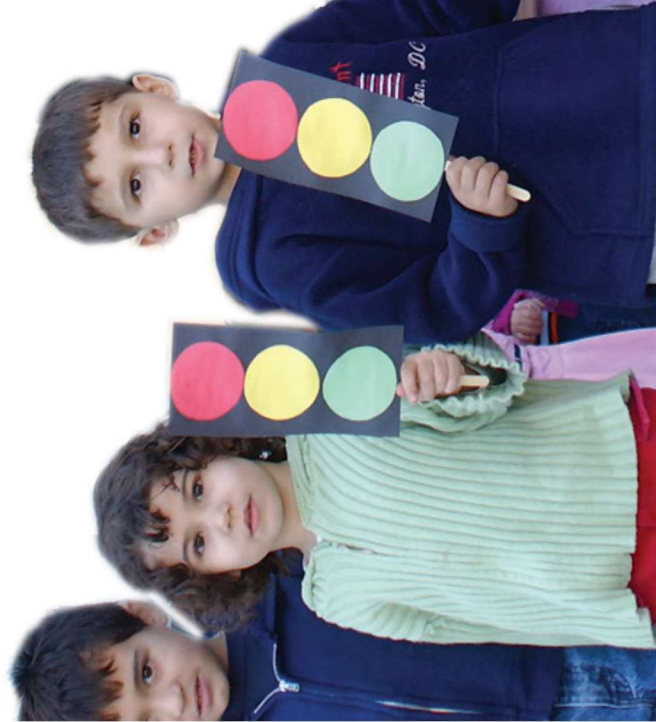
The *Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

The following questions and answers are intended to help you understand your rights as a parent under *FERPA*. If you have further questions, please contact the U.S. Department of Education's Family Policy Compliance Office using the contact information provided below.

## My child's school won't show me her or his education records. Does the school have to provide me with a copy of the records if I request them?

Schools must honor your request to review your child's education records within 45 days of receiving the request. Some states have laws similar to *FERPA* that require schools to provide access within a shorter period of time. *FERPA* requires that schools provide parents with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances.

Parents whose children receive services under the *Individuals with Disabilities Education Act (IDEA)* may have additional rights and remedies with regard to their children's education records. The school district, local special education director, or state special education director can answer questions about *IDEA*.



## Who else gets to see my child's education records?

To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rule include:

- disclosures made to school officials with legitimate educational interests;
- disclosures made to another school at which the student intends to enroll;
- disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education programs, or enforcing federal laws that relate to those programs; and
- disclosures including information the school has designated as "directory information."

## What is directory information?

*FERPA* defines "directory information" as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

- name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- degrees, honors, and awards received; and
- the most recent school attended.





A school may disclose directory information to anyone, without consent, if it has given parents: general notice of the information it has designated as “directory information”; the right to opt out of these disclosures; and the period of time they have to notify the school of their desire to opt out.

## Does FERPA give me a right to see the education records of my son or daughter who is in college?

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student (“eligible student”). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student’s education records with parents, without the student’s consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official’s personal knowledge or observation of the student.

## Contact Information

For further information about FERPA, contact the Department’s Family Policy Compliance Office.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. S.W.  
Washington, DC 20202-5920  
202-260-3887

For quick, informal responses to routine questions about FERPA, parents may also e-mail the Family Policy Compliance Office at [FERPA.Customer@ED.Gov](mailto:FERPA.Customer@ED.Gov).

Additional information and guidance may be found at FPCO’s Web site at: <http://www.ed.gov/policy/gen/guid/fpco/index.html>.



# Family Educational Rights and Privacy Act:

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