

ANNUAL NOTIFICATION REGARDING **STUDENT RECORDS INFORMATION**

**Minerva Central School Annual Notification Notice to Parents and Eligible Students of Rights
Under the Family Educational Rights and Privacy Act (FERPA)**

**TO: Parents and Eligible Students of
Minerva Central School District**

You are notified that you have the following rights in relation to student records:

- 1. The right to inspect and review a student's education records.**
- 2. The right of a student's parents or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading or in violation of the student's rights. These rights include the right to a hearing to present evidence that the records should be changed if the district decides not to alter it according to the parent's or an eligible student's request.**
- 3. The right to report or file a complaint with the Dept. of Education if the school district violates FERPA.**
- 4. The right to exercise a limited control over other people's access to the student's education records.**
- 5. The right to seek and correct the student's education records, in a hearing if necessary.**
- 6. The right to be informed about FERPA rights.**

You are further advised:

- 1. The school district shall limit the disclosure of information contained in the student's education records except: a) by prior written consent of the student's parent's or an eligible student, b) directory information or c) under certain circumstances, as permitted by FERPA**
- 2. If either a student's parent's or an eligible student desires to obtain copies of the policy pertaining to student records, notification should be presented to Mr. Timothy Farrell , Minerva Central School, Olmstedville, New York 12857**

All rights and protections given to parent's under the FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".