**Lindsey Merrick**

Principal

**The School of Arts and Sciences Center**

Public Notice of Parental and Student Rights Regarding Student Records for The School of Arts & Sciences Center

Parental Rights: Student Records

The Family Educational Rights and Privacy Act (FERPA) protects the accuracy and privacy of the education records of students. FERPA, Section 1002.22, Florida Statutes, and The School of Arts & Sciences Policies afford parents and eligible students certain rights with respect to education records. These parental rights include the right to:

1. Inspect and review the student's education records maintained by the school.
2. Request correction of records which the parent, or eligible student, believes to be inaccurate or misleading. If the school decides not to correct the records, the parent or eligible student has the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent pursuant to a court order or a subpoena and to school officials with legitimate educational interests. If disclosure is made in response to a court order or subpoena, the parent or eligible student will be notified, except where law prohibits notification.
4. File a complaint with the U.S. Department of Education concerning failures by the School to comply with FERPA requirements. The name and address of the office that administers FERPA is the Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. If you wish to discuss and/or resolve a FERPA issue before contacting the office above, you may contact The School of Arts & Sciences at (850) 386-6566.

Release of Directory Information

The School of Arts & Sciences Center reserves the right to release, upon request, information known as "directory information" without prior permission of the parent or eligible student (18 years of age or older). The school designates the following as directory information: student name; student address; telephone number, if listed; photograph; date of birth; information about participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance/enrollment (not daily attendance); date of graduation or program completion; diplomas, certificates, or awards received; and the name of the most recent previous educational agency or institution attended.

Under the provisions of FERPA, the parent or eligible student has the right to withhold release of directory information. If you do not want the school to release the directory information listed above, any requests from individuals, organizations, or other entities not affiliated with the school will be refused.

• This notice should not be returned if you wish to allow the school to release directory information including, but not limited to, yearbook pictures, graduation photos, athletic program information, awards received, and other information, as further defined above.

If you do not want the school to release directory information for your child, please complete the section below and return this notice to your child's teacher.

 I do not want my child's directory information (including but not limited to yearbook pictures, graduation photos, athletic program

 information, awards received, etc.) released as described above. (Line must be checked for *request to be valid.)*

Print Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

324 N. Adams Street \* Tallahassee, Florida 32301 \* Phone (850) 999-8267 \* [www.schoolofartsandsciences.org](http://www.schoolofartsandsciences.org)

“The School of Arts and Sciences Center does not discriminate against any person on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability.”