

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION  
ST. ALBANS TOWN SCHOOL DISTRICT,  
ST. ALBANS CITY SCHOOL DISTRICT, FAIRFIELD SCHOOL DISTRICT,  
BELLOWS FREE ACADEMY UNION HIGH SCHOOL DISTRICT #48,  
AND NORTHWEST TECHNICAL CENTER**

**ANNUAL NOTIFICATION TO PARENTS OF STUDENT RECORDS**

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official 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 or eligible student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask Supervisory Union School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent 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.

Disclosure without consent is disclosure to school personnel with legitimate educational interest, included, but not limited to, school officials employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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 District will disclose education records without consent to

officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

This is a summary of the procedures. Full procedures are available at the Superintendent's and Principal's Offices:

Dr. Kevin Dirth, Superintendent	524-2600
Joan Cavallo, St. Albans City School	527-0565
Angela Stebbins, Principal St. Albans Town Educational Center	527-7191
Jennifer Wood, Principal Fairfield Center School	827-6639
Chris Mosca, Principal Bellows Free Academy (St. Albans)	527-6402
Leeann Wright, Director Northwest Technical Center	527-6510