



Oxford Preparatory Academy

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. (BP and AR 5125) They are as follows:

1. The right to inspect and review the student’s education records within 5 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) 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 the parent(s)/guardian(s) or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the school to amend a record 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 school decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the school will notify the parent(s)/guardian(s) 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(s)/ guardian(s) 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 (including health or medical staff and law enforcement personnel), a person serving on the school Board, a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent(s)/guardian(s) or student serving on an official 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 educational 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. (EC 49063, 49068, 49069; 20 USC 1232g; 34 CFR 99.7; BP and AR 5125)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920