**7.10 FERPA - Annual Notification to Parents and Eligible Students Regarding Student Records**

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to student educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible students (students aged 18 or older) or attending an institution of postsecondary education).

**Parent Rights**

* **The Right to Inspect and Review the Student’s Educational Records.** If you wish to inspect/review the student’s educational records, please contact the Principal to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. 34 Code of Federal Regulations § 99.10. School personnel will respond to reasonable requests for explanations and interpretations of the records. Vista College Prep will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.
* **The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student’s Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent.** Vista College Prep will limit the disclosure of information contained in a student’s education records except: (1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), and the No Child Left Behind Act of 2001. Some instances in which disclosure is permitted without your consent are set forth below.

Directory Information. Your consent is not required for Vista College Prep to release the following student information designated as “directory information:” If you wish to refuse to permit Vista College Prep to release directory information, you must submit your written refusal to the Principal’s Office within two weeks of the date of this notice.

| Name | Date and Place of Birth | Class Designation |
| --- | --- | --- |
| Address | Grade level or major field of study | Previous School or District Attended |
| Telephone | Participation in officially recognized activities and sports | Wt. and Ht. for athletic teams |
| Parent Name | Student Photograph | Dates of Attendance |
| Email | Degrees and awards received |  |

**Disclosure To School Officials**. Vista College Prep may disclose personally identifiable information from a student’s education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

* Administrators, supervisors, and teachers
* Counselors, therapists, and other non‐teaching personnel
* Authorized volunteers or interns
* Temporary substitutes for administrative, supervisory, or teaching personnel
* Members of Governing Board, when acting in their official capacity
* Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A “legitimate educational interest” is the person’s need to know in order to fulfill the school official’s professional responsibility and/or to provide a service or benefit to the student or the student’s family.

* **The Right to Seek Amendment of the Student’s Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student’s Privacy Rights.** If you believe the student’s records contain information that is inaccurate, misleading, or in violation of the student’s privacy or other rights, you may ask Vista College Prep to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if Vista College Prep decides not to alter it according to your request. A form for this purpose and additional information is available in the Principal’s office.
* **The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by Vista College Prep to Comply with the Requirements of FERPA.** You are entitled to file a Complaint with the U.S. Department of Education if you believe Vista College Prep has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202‐5901.

Vista College Prep complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300); and A.R.S. §§ 15‐141, 15‐142.

Parents and eligible students have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the student records laws and regulations with the Arizona Department of Education. Complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education.