

ANNUAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION (FERPA)

Dear Parents/Guardians and Students,

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. The statute is found at 20 U.S.C. 1232g and the Department's regulations are found at 34CFR Part 99. Under FERPA schools must generally afford students and parents access to their educational records, provide an opportunity to seek to have the records amended, and to have some control over the disclosure of personally identifiable information from the records.

All records pertaining to a student are available to the student's parent/legal guardian for inspection or review. A parent desiring to review their child's record must submit a written request to the Program Director which will be reviewed with the Medical Director. The Program Director or their designee will respond to the request within five working days, scheduling a mutually agreeable date and time for the parent to review records. The Program Director or their designee will be present during the review or inspection of the records to explain or interpret any item in the educational record. Records will be available for review within 10 school days. FERPA requires access to records within 45 days of request.

Parents may seek amendment of inaccurate or misleading information in their child's educational record. Requests for correction of inaccurate or misleading information in a student's record must be made in writing to the Program Director which will be reviewed with the Medical Director. A decision regarding the request for amendment will be determined within a reasonable period of time. If the decision is to deny the parent's request, the parent has the right to a hearing to challenge the information in the educational record. A hearing will be conducted in accordance with FERPA procedures as found in 34 C.F.R. 99.22.

Laurel Hall School Programs adhere to all privacy rights applicable under federal and state law. At no time will the school disclose personally identifiable information from a student's record without prior written consent of the student's parent unless otherwise allowed by law. In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from the student's education record. FERPA does not prohibit a school official from disclosing information about a student if the information is obtained

through the school official's personal knowledge or observation, and not from the student's education record.

Finally, under FERPA, Laurel Hall School Programs may disclose any or all education records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act, to another school or postsecondary institution at which the student seeks or intends to enroll without prior parental consent. This annual FERPA notification serves as our notification to parents and students that this type of disclosure may occur. Laurel Hall Schools will make reasonable attempts to notify parents about these disclosures, unless the parent initiated the disclosure. Upon request a copy of the disclosed information may be obtained by the parent/student.

Information regarding FERPA or information regarding the filing of a complaint of an alleged violation can be obtained by contacting: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. Additionally, the Parental Rights Maryland Procedural Safeguards Notice you receive at each of your child's IEP meetings is an excellent resource regarding your child's privacy rights. Please contact the Program Director of Laurel Hall School if you have further questions.