



**SERENDIPITY CENTER, INC.
POLICIES AND PROCEDURES**

**Notification of Rights under the
Family Educational Rights and Privacy Act ("FERPA")**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] 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. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate School official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent 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 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 unit 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 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. Another exception is "directory information," but Serendipity does not designate any information as directory information and only discloses it if an exception to the general rule requiring consent permits such disclosure. Further, Serendipity has a policy of disclosing personally identifiable information from an education record to an ESD, state regional program, or other educational agency or institution that has requested the records and in which the student seeks or intends to enroll or is enrolled or receives services from. The term "receives services" includes, but is not limited to, an evaluation or re-evaluation for purposes of determining whether a student has a disability.

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 School discloses education records without consent to officials of another school district.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-5901

Rights under FERPA apply to either parent unless there is a legally binding document that specifically revokes these rights. When a student reaches 18 years of age or becomes legally emancipated, the rights of the parents transfer to the student.

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SERENDIPITY CENTER, INC. POLICIES AND PROCEDURES

Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") — continued

Release of Information

Serendipity Center is required to share information regarding student progress with other agencies and individuals involved with the student's care. Referring school districts and mental health agencies also have access to the records of the student they referred. For Serendipity to coordinate these services while following the requirements of FERPA, it needs Consent to Release Information form signed by the parent or legal guardian of the student. A signed Consent to Release Information form is required for enrollment at Serendipity Center.

Serendipity's policy concerning student records is reflected by this notice and appears in the Student & Family Handbook, which is distributed to Serendipity students and families annually.