

## **Deborah Brown Community School**

### **FERPA Policy**

The Deborah Brown Community School (DBCS) Board recognizes that the Family Educational Rights and Privacy Act (FERPA) gives parents and students certain rights in regards to student records. The rights include:

- The right to inspect and review the student's educational records under certain conditions
- The right to request an amendment of student records if the parent believes such records are inaccurate or misleading
- The right to provide written consent before the school discloses personal identifiable information
- The right to file a complaint with the U.S. Department of Education concerning any alleged failures by DBCS

All student records are kept in a secure location administered by the Registrar of DBCS. This individual is the only person who has access the records. All request to review student records must be submitted to the Registrar for disposition.

The Registrar will provide written records without obtaining written consent of the parent to certain institutions. These include, but not are limited to: (1) officials of another school or school system where the students seeks to enroll, (2) to state and local officials to whom information is allowed, (3) to accrediting organizations to carry out their accrediting functions, (4) to comply with a judicial order or subpoena, (5) to appropriate officials in connection with a health or safety emergency and (6) to a caseworker or other representative of a State or local welfare agency.