

**CHAMPLAIN VALLEY SCHOOL DISTRICT
ANNUAL NOTIFICATION OF RIGHTS OF PARENTS AND ELIGIBLE STUDENTS
CONCERNING EDUCATION RECORDS**

- To: All parents of students, and to eligible students* currently attending schools in the Champlain Valley School District (Allen Brook School, Champlain Valley Union High School, Charlotte Central School, Hinesburg Community School, Shelburne Community School, and Williston Central School)
1. As the parent of a student enrolled in a school in Champlain Valley School District, or as an eligible student, you have the following rights with respect to your child's (or, if an eligible student your own) education records:
 - a. To inspect and review the student's education records within 45 days of making the request;
 - b. To seek amendment of the student's education records if you believe that they are inaccurate, misleading, or otherwise in violation of the student's privacy rights;
 - c. To provide consent prior to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law allows disclosure without your consent; and
 - d. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of law with respect to your rights under the Family Educational Rights and Privacy Act (FERPA). A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.
 2. Parent(s) or eligible students may review a student's education records by identifying the record(s) they wish to inspect and scheduling an appointment through the school principal (or, if the record is maintained at the supervisory union office, through the superintendent). A full copy of the school district's policies and procedures concerning school records is available through the school office.
 3. A parent or eligible student may ask that their school district amend an education record if (s)he believes that the record is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the school principal in writing. The request should identify the portion of the record(s) being questioned, and specify why it is believed to be inaccurate, misleading, or in violation of the student's privacy or other rights. The decision whether to comply shall be made within a reasonable time after receipt of the request. If the decision is not to amend the record, the district will notify the parent/eligible student, and advise them that they may request a hearing from the district to challenge the denial. At the time the district provides notice of the opportunity for a hearing, it shall also provide additional information regarding hearing procedures to the parent/eligible student.

4. Champlain Valley School District has a policy of disclosing educational records to school officials with a legitimate educational interest without prior consent. A “school official with a legitimate educational interest” is defined as follows:

“School official with a legitimate educational interest” means any teacher, administrator, supervisor, other professional or service provider employed by or contracted with the district to provide educationally related services (including, but not limited to, consultants, attorneys, auditors, insurers, evaluators, therapists, support staff, tutors, paraprofessionals, health staff, transportation staff, athletic staff, extra or co-curricular activity staff, substitutes, assigned student teachers, interns, volunteers, teacher’s aides); or a school board member, a member of an educational or evaluation team, or other team formed to provide oversight, planning, support, or evaluation with respect to an individual student who needs information relating to a particular student in order to carry out his/her official duties for the district. Where an issue is raised, the principal shall decide whether an individual has a legitimate educational interest in the information or record.”

5. It is the policy of Champlain Valley School District to forward educational records to other schools, school systems, or postsecondary institutions that have requested records in which the student seeks or intends to enroll, or has enrolled. Upon your request, copies of the records forwarded will be provided to you. You may request a hearing for the purpose of amending records.

* You are an eligible student if you are at least 18 years of age or are attending an institution of postsecondary education.