



## THE SCHOOL DISTRICT OF EDGEFIELD COUNTY

Post Office Box 608 – Edgefield, SC 29824

The School District of Edgefield County is required by the Family Education Rights and Privacy Act to provide annual notice concerning privacy rights in regards to the maintenance and/or release of student records. This notice is being sent to parents of all enrolled students and to those eligible students who are currently enrolled and who are 18 years of age or older. The following is a summary of your rights under this act. If you have questions about this, please contact the Principal of your child's school.

### STUDENT RECORDS:

1.
  - A. A student's "educational records" are those records directly related to a student and which the school district or a party acting for the school district maintains.
  - B. "Parent" refers to a parent, a guardian, a person acting as parent, a surrogate appointed in accordance with policies under Programs for the Handicapped or a student who is 18 years of age or over, or a student who is attending an institution of post-secondary education on a full-time basis.
  - C. Whenever a student is eighteen years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to an required of the eligible student unless the school district has received notice that a court has awarded legal guardianship beyond the age of majority. The school will document such notice.
  - D. In maintaining student records, the schools will follow applicable state and federal regulations.
  
2. Parents of students currently in attendance and eligible students currently in attendance in the School District of Edgefield County have a right to...
  - A. Inspect and review student's education records;
  - B. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
  - C. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that federal law and regulations authorize disclosure without consent;
  - D. File written complaints concerning alleged violations of the Family Educational Rights and Privacy Act. Written complaints should be sent to:

**The Family Educational Rights and Privacy Act Office**  
**Department of Education**  
**330 Independence Avenue, S.W.**  
**Washington, DC 20201**
  
3.
  - A. Schools will treat each student's education records as confidential and primarily for local school use. The exception to this rule is for directory information, which includes: the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.
  - B. The district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information so it serves the best interests of students.
  - C. Within 15 days after receipt of this annual notice of privacy rights, the parents of the student, or the eligible and currently enrolled student, has the right to refuse to permit the designation of any or all of the categories of personally identifiable information as directory information. The parents/eligible student's notification must be in writing. The written notification will become a part of the student's education record. The principal of the school the student is attending is responsible for notifying appropriate personnel of the request, filing the request in the student's cumulative folder, and making the folder as specified by the superintendent or his designee.

**If you object to the disclosure of directory information concerning your records or those of your child, please notify the principal of your school or your child's school as soon as possible.**