

# Family Educational Rights and Privacy Act (FERPA)

The Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that was passed to protect the privacy of student educational records. The law requires that a school district, with certain exceptions, obtain written consent from the parent or **eligible student\*** in order to release any information from a student's education record.

Certain FERPA exceptions permit school officials to disclose information, without consent, to the following parties or under the following conditions:

- **Appropriate officials in cases of health and safety emergencies. \*\***
- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- State and local authorities, within a juvenile justice system, pursuant to **specific** State law.

\* *Eligible student* means a student who has reached 18 years of age or is attending an institution of postsecondary education.

\*\* In a health and safety emergency, exceptions are limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. See 34 CFR § 99.31(a)(10) and § 99.36 of the FERPA regulations.

For additional information or technical assistance regarding FERPA, please contact:

- U.S. Department of Education, Family Policy Compliance Office
- New York State Education Department

In accordance with the Family Education Rights and Privacy Act, the Genesee Community Charter School will make available upon request the contents of a student's cumulative folder. These documents include, but are not limited to:

**Enrollment Tab**

1. Enrollment Form with Narrative
2. Student Submission
3. Housing Questionnaire
4. Family Support and Participation Expectations
5. Verification of Student Standing
6. Birth Certificate
7. Two Proofs of Address
8. School Directory Information
9. Photo Release
10. Field Study Permission
11. Daily Pick up Permission
12. Internet Permission
13. Release of Records Authorization
14. Home Language Questionnaire

**Correspondence Tab**

1. CPS Referrals, Custody Agreements, Orders of Protection, or Other Legal Documents
2. Written Correspondence Between Caregivers and School Leader or any Authorized School Official
3. Request for Records

**Progress Report Tab**

1. Progress and Attendance Reports

**NYS Testing Tab**

1. Copies of NYS Test Scores

**Individualized Education Plan (IEP) Tab**

1. Copies of Special Education Testing Documents
2. IEP
3. 504 Plan

*Please contact Maureen Milke, [mmilke@gccschool.org](mailto:mmilke@gccschool.org) or another administrative staff member for further information or access to student files.*