

Wyoming County Schools

Annual Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records and provides parents and eligible students with certain rights regarding those records.

An **eligible student** is a student who is 18 years of age or older or who attends a postsecondary institution.

Your Rights Under FERPA

Parents and eligible students have the right to:

1. Inspect and Review Education Records

Parents or eligible students have the right to inspect and review the student's education records maintained by Wyoming County Schools. Requests to inspect records should be submitted in writing to the school principal or appropriate school official. Access will be provided within 45 days of receiving the request.

2. Request Amendment of Education Records

Parents or eligible students may request that the school correct records they believe are inaccurate, misleading, or otherwise violate the student's privacy rights.

If the school decides not to amend the record, the parent or eligible student will be notified of the decision and informed of the right to a hearing.

3. Consent to Disclosure of Personally Identifiable Information

Generally, Wyoming County Schools must obtain written consent before disclosing personally identifiable information from a student's education records.

FERPA permits disclosure without consent under certain circumstances, including but not limited to:

- School officials with legitimate educational interests.
- Officials of another school or school district where the student seeks or intends to enroll.
- Federal, state, and local educational authorities for authorized audits or evaluations.
- Organizations conducting studies for educational purposes.
- Accrediting organizations.

- Appropriate officials in health or safety emergencies.
- Individuals or agencies pursuant to a lawfully issued subpoena or court order.
- State and local authorities as otherwise permitted by law.

4. File a Complaint

Parents and eligible students who believe their FERPA rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

Wyoming County Schools may designate certain student information as **Directory Information**, which may be released without prior written consent unless a parent or eligible student requests that the information not be disclosed.

Directory Information may include:

- Student name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Grade level
- Dates of attendance
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency or institution attended

Parents or eligible students who do not want Directory Information released must notify the student's school principal **in writing** within the timeline established by Wyoming County Schools at the beginning of each school year.

Military Recruiters and Institutions of Higher Education

Federal law requires school districts receiving federal funds to provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of secondary students unless a parent or eligible student submits a written request to opt out of such disclosure.

Questions

If you have questions regarding FERPA or your rights under this notice, please contact:

Wyoming County Schools

155 Park Street

Pineville, WV 24874

Phone: (304) 732-6262

Wyoming County Schools is committed to protecting the privacy of student education records while ensuring compliance with all applicable federal and state laws.