

Privacy Rights on Student Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please see the information below of disclosures that can be made without consent.

The district can disclose appropriately designated "directory information" without written consent, unless you have notified the district in writing not to do so. Directory information includes a student's name; address; date and place of birth; parents'/guardians' names, home address, telephone number and e-mail addresses; grade level; enrollment status (e.g., full-time or part-time); student identification number (this is not the student's social security number); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

The district will release this information unless a parent or eligible student (18 years or older) notifies the district in writing not to do so. Such notification should be sent to John M. Thomas, student services director, Webster Groves School District, 400 E. Lockwood Ave., Webster Groves, Mo. 63119.

Parents have the right to file a complaint with the U.S. Department of Education if they think the district is in violation of FERPA.