

St. Ann's Home, Inc.

Family Educational Rights and Privacy Policy

St. Ann's Home, Inc. respects the privacy of student educational records and complies with The Family Educational Rights and Privacy Act (FERPA). In accordance with this act, this policy communicates student rights with respect to their educational records and presents St. Ann's Home, Inc. specific FERPA policies.

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or Program Director a written request that identifies the record(s) 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.

2. 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 St. Ann's Home, Inc. to amend a record should write the School principal or Program Director, clearly identify the part of the record they want changed, and specify why it should be changed. If St. Ann's Home, Inc. decides not to amend the record as requested by the parent or eligible student St. Ann's Home, Inc. will notify the parent or eligible student of the decision and advise them 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.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by St. Ann's Home, Inc. as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the Board of Directors; a person or company with whom St. Ann's Home, Inc. has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, St. Ann's Home, Inc. discloses education records without consent to officials of another Private Special Education School or Public School District in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. Students will be notified of their FERPA rights annually.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Ann's Home, Inc. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Phone (202) 260-3887