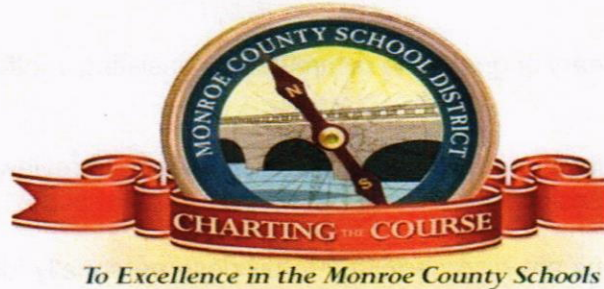


**Theresa Axford**  
Superintendent of Schools



**Members of the Board**

District # 1  
**BOBBY HIGHSMITH**  
Vice-Chairman

District # 2  
**ANDY GRIFFITHS**

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District # 4  
**JOHN R. DICK**  
Chairman

District # 5  
**SUE WOLTANSKI**

August 13, 2020

Dear Parent, Guardian or Adult Student,

The purpose of this letter is to inform you of your rights concerning your child's educational records.

It is the desire of the School Board of Monroe County, Florida to protect the accuracy and privacy of student records. Currently, our district's *Policy 8330 Student Records* is being reviewed for proposed changes to further safeguard student data included in Directory Information.

Federal and state laws require each school district to provide parents, guardians and adult students with an annual written notice of their rights regarding student records and reports. The intent of the law is to protect the accuracy and privacy of student educational records. You have the following rights:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.  
Parents or eligible students may ask the Monroe County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.  
If the District decides not to amend the record as requested by the parent or eligible student, the District 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Federal Educational Records Privacy Act ("FERPA"), codified at 20 U.S.C.A. §1232(g), authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an