

The Family Educational Rights and Privacy Act (FERPA) affords parents and students age 18 or older (“eligible students”) certain rights with respect to the student’s education records.

(1) The right to inspect and review the student's education records within 45 days of the day the CEDAR TREE ACADEMY receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate 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 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 may write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If CEDAR TREE ACADEMY 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 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 (in writing) to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, CEDAR TREE ACADEMY discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled, when such disclosure is requested for purposes of the student’s enrollment or transfer. In addition, FERPA authorizes disclosure without consent to school officials whom CEDAR TREE ACADEMY has determined to have legitimate educational interests. A school official is a person employed by CEDAR TREE ACADEMY as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom CEDAR TREE ACADEMY has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); an official of another school system where a student seeks or intends to enroll, or where the student is already enrolled; or a parent, student or other volunteer serving on an official committee, such as a disciplinary or grievance committee, or 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.

(4) The right to withhold disclosure of directory information. At its discretion, CEDAR TREE ACADEMY may disclose basic “directory information” that is generally not considered harmful or an invasion of privacy without the consent of parents or eligible students in accordance with the provisions of District law and FERPA. Directory information includes:

- A. Student Name
- B. Student Address
- C. Student Telephone Listing
- D. Name of School Attending
- E. Participation in Officially Recognized Activities and Sports
- F. Weight and Height of Members of Athletic Teams

- G. Diplomas and Awards Received
- H. Student's Date and Place of Birth
- I. Names of Schools Previously Attended
- J. Dates of Attendance

Parents or eligible students may instruct CEDAR TREE ACADEMY to withhold any or all of the information identified above (i) by completing the attached "Release of Student Directory Information"

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by CEDAR TREE ACADEMY 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 Ave. SW, Washington, DC 20202.

Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires CEDAR TREE ACADEMY, with certain exceptions, to get your permission before disclosing personally identifiable information from education records. However, CEDAR TREE ACADEMY may disclose basic "directory information" that is generally not considered harmful or an invasion of privacy without your consent. The primary purpose of directory information disclosure is to allow CEDAR TREE ACADEMY to include this type of information in certain school publications such as pamphlets for drama productions, graduation programs, honor rolls or sports team activity sheets for football, basketball, etc. Directory information can also be disclosed to outside organizations such as federal and state agencies offering jobs and educational benefits, media sources, and companies that make class rings and publish yearbooks.

The information listed below has been designated as directory information under District of Columbia law and FERPA, and may therefore be released at the discretion of CEDAR TREE ACADEMY. You have the right to instruct CEDAR TREE ACADEMY that it may not release any or all of this information without obtaining your prior written consent by completing this form. Your decision on this form will be valid for the remainder of the current school year.

A new Release of Student Directory Information form must be completed each School Year.

Please place a check mark on the line beside any directory information items listed below that you do not want CEDAR TREE ACADEMY to disclose without your consent, if any.

- Student Name
- Student Telephone Listing

- Name of School Attending
- Participation in Officially
- Recognized Activities and Sports
- Weight and Height of Members of Athletic Team
- Diplomas and Awards Received
- Student Address
- Student's Date and Place of Birth
- Names of Schools Previously Attended
- Dates of Attendance

By signing below I am giving written notification to CEDAR TREE ACADEMY that it may not disclose the directory information items I have placed a check mark beside above unless I give prior written consent. I understand that such information may still be disclosed by CEDAR TREE ACADEMY if disclosure is otherwise permissible under FERPA.

Student Name (please print)

Parent/Guardian Name (please print)

Signature of Parent/Guardian or Student (if at least 18 years old)

Date

If this form is not returned by September 15, it will be assumed that the above information may be designated as directory information for the remainder of the school year.