

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA), sometimes referred to as the Buckley Amendment, affords you certain rights with regard to the education records of your children.

1. You have the right to inspect your child's education records. To inspect your child's education records, please stop by or call MAX Charter School to request the appropriate form. All requests for inspection of education records should be sent to the attention of the principal. Within 15 days of receipt of your request, the records custodian will contact you regarding the date, time, and place for your inspection of the records.
2. Personally identifiable information from your child's education records can only be disclosed to third parties outside this school or school district with your express written consent, except to the extent that FERPA allows for such disclosures without your consent. FERPA contains a number of exceptions whereby information can be disclosed to certain enumerated parties without your consent. One of FERPA's exceptions allows for such disclosures to school officials employed by, or otherwise working for this school district. A school official is someone who has a legitimate educational interest in having access to personally identifiable information in your child's education record. A school official has a legitimate educational interest if he or she needs the information in order to perform some aspect of his or her job. MAX Charter School also has a policy of disclosing, without your consent, personally identifiable information from your child's education record to any other school or school district where your child intends to enroll.
3. You have the right to ask for an amendment to any of your child's education records which you believe to be erroneous, misleading, or an invasion of your or your child's privacy. If you wish to ask for an amendment to your child's education records, please call the school to request the appropriate form, which can be picked up at the school. All requests for amendment of education records should be sent to the attention of the principal. Within a reasonable time after receiving your request for an amendment, you will be notified of the decision on your request. If you disagree with the initial decision of your request, you may request a hearing on the matter. A hearing will be held within a reasonable time after receipt of your request for a hearing. The hearing will be before a hearing officer who has no direct interest in its outcome. At the hearing, you will have the right to present evidence relevant to the

contested issue and to be assisted by an attorney or other representative. You are responsible for hiring and paying for your own representation.

4. If you believe that MAX Charter School has violated your FERPA rights, you have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington DC 20202.