

LOWER CAPE MAY REGIONAL HIGH SCHOOL

JOSEPH A. CASTELLUCCI, Principal
687 Route #9, Cape May, New Jersey 08204
Telephone: (609)884-3475 Fax: (609)884-0546

Assistant Principal
Peter Daly

Assistant Principal
Larry Ziemba

August 2012

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (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 a written request that identifies the record(s) they wish to inspect. The Principal 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 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 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 the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student 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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* 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

Also, please find the Parental Objection to Release of Student Information to Military Recruiters, College/University Recruiters or Prospective Employers Form on the reverse side of this letter.

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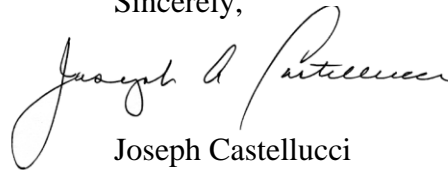
Dear Parent,

The “No Child Left Behind (NCLB) Act of 2001 and New Jersey State regulation N.J.A.C. 6:3-6:5 “Access to Pupil Records” sets forth provisions that allows military personnel access to secondary school students’ directories. These directories typically contain student’s names, addresses and phone numbers.

In order to comply with the state and federal mandates, Lower Cape May Regional High School will provide military recruiters with students’ directory listings. If you do not want the school to disclose directory information from your son or daughter’s records without your prior written consent, you must notify the school in writing by September 26, 2012.

Thank you for your attention and cooperation with this matter.

Sincerely,



Joseph Castellucci
Principal

JAC/vlw