The Family Educational Rights and Privacy Act (FERPA) governs the privacy rights and protections applicable to a student's educational records. The administration, faculty, staff, and contractees of LSMSA take seriously their collective responsibility to protect the privacy of each student's personally identifiable educational record maintained by LSMSA. Such rights to privacy are not unlimited, however, and LSMSA reserves its authority to disclose personally identifiable student information in accordance with the exceptions provided under FERPA, as more fully described below:

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 forty-five (45) days of the written request. Parents/guardians or eligible students should submit to the LSMSA executive director a written request that identifies the record(s) they wish to inspect. The executive director will arrange for access and notify the parent/guardian 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/guardian or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or eligible students may ask LSMSA to amend a record that they believe is inaccurate or misleading. They shall write to the executive director, clearly identify the part of the record they want changed, and specify why they believe the record should be changed. If LSMSA decides not to amend the record as requested by the parent/guardian or eligible student, LSMSA will notify the parent/guardian 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/guardian 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by LSMSA as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the LSMSA Board of Directors; a person or company with whom LSMSA 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, admissions, 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. Upon request, LSMSA discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LSMSA 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 20202-4605