

## The Family Educational Rights and Privacy Act (“FERPA”) Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

These rights are:

- a) The right to inspect and review the student’s education records within forty-five (45) business days after the day Future Is Now Preparatory receives a request for access.

Parents or eligible students should submit to the school principal or designee a written request that identifies the records they wish to inspect. A Future Is Now Preparatory official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- b) The right to request the 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 who wish to ask Future Is Now Preparatory to amend a record should write the school’s principal or designee, clearly identify the part of the record they want changed and specify why it should be changed. If Future Is Now Preparatory decides not to amend the record as requested by the parent or eligible student, Future Is Now Preparatory will notify the parent or eligible student of the decision and 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. If Future Is Now Preparatory decides to amend the record as requested by the parent or eligible student, the CEO must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

- c) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Parents or eligible students have the right to provide written consent before Future Is Now Preparatory discloses personally identifiable information from 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 Future Is Now Preparatory officials with legitimate educational interests. A Future Is Now Preparatory official is a person employed by Future Is Now Preparatory as an administrator, supervisor,

instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Directors of Future Is Now Los Angeles.

A Future Is Now Preparatory official also may include a volunteer or contractor outside of Future Is Now Preparatory who performs an institutional service of function for which Future Is Now Preparatory would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another Future Is Now Preparatory official in performing their tasks.

A Future Is Now Preparatory official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, Future Is Now Preparatory discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. Note that Future Is Now Preparatory will not release information to third parties for immigration enforcement purposes, except as required by law or court order.

- d) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Future Is Now Preparatory 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 20202-5920

- e) The right to request that Future Is Now Preparatory not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of personally identifiable information from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to Future Is Now Preparatory officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires Future Is Now Preparatory to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Future Is Now Preparatory may disclose personal identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following parties:

- a) Future Is Now Preparatory officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b) Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, Future Is Now Preparatory will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. Future Is Now Preparatory will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, Future Is Now Preparatory will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for;
- c) Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- d) Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- e) Organizations conducting certain studies for Future Is Now Preparatory in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- f) Accrediting organizations in order to carry out their accrediting functions;
- g) Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- h) Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
- i) Persons who need to know in cases of health and safety emergencies;
- j) State and local authorities, within a juvenile justice system, pursuant to specific State law;
- k) A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster

parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by Future Is Now Preparatory for student and parents, and any individualized education program (“IEP”) or Section 504 plan that may have been developed or maintained by Future Is Now Preparatory; and/or

- l) A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by Future Is Now Preparatory with respect to that alleged crime or offense. Future Is Now Preparatory discloses the final results of the disciplinary proceeding regardless of whether Future Is Now Preparatory concluded a violation was committed.

“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. Future Is Now Preparatory may disclose the personally identifiable information that it has designated as directory information without a parent’s prior written consent. Future Is Now Preparatory has designated the following information as directory information:

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees, honors, and awards received
14. The most recent educational agency or institution attended
15. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (*A student’s social security number, in whole or in part, cannot be used for this purpose.*)

If you do not want Future Is Now Preparatory to disclose directory information from your child’s education records without your prior written consent, you must notify Future Is Now Preparatory in writing at the time of enrollment or re-enrollment.

Please notify the Principal at: Principal, Future Is Now Preparatory, 41600 Lake Hughes Road, Lake Hughes, CA 95352.

A copy of the complete policy is available upon request at the school office and on the school website. A directory information release opt-out form is included in the FIN PREP Student/Parent Handbook and copies are also available in the school office.