



## **FERPA Notice**

AJHAE complies with:

- Family Educational Rights and Privacy Act (FERPA)
- Ohio Revised Code (ORC)
- Ohio Administrative Code (OAC)
- Ohio Department of Education and Workforce (ODEW) requirements
- Applicable community school sponsor standards and requirements

FERPA is a federal law that provides parents and eligible students with certain rights regarding student education records.

### **Rights Under FERPA**

Parents and eligible students have the right to:

#### **Inspect & Review Educational Records**

Parents or eligible students may inspect and review the student's educational records maintained by the school within the timelines required by law.

Requests to inspect records should be submitted to school administration.

#### **Request Amendment of Records**

Parents or eligible students may request that the school amend educational records believed to be inaccurate, misleading, or in violation of the student's privacy rights.

If the school declines the request, the parent or eligible student will be informed of their rights to a hearing or additional procedures as required by law.

#### **Consent to Disclosure**

AJHAE generally must obtain written consent before disclosing personally identifiable information from a student's education records, unless disclosure is authorized under FERPA exceptions.

Permitted disclosures without consent may include, but are not limited to:

- School officials with legitimate educational interests;
- State and federal educational authorities;

- Health and safety emergencies;
- Certain legal or court-related requests;
- Schools where a student seeks or intends to enroll;
- Authorized audits, evaluations, or compliance activities.

## **Directory Information**

FERPA allows schools to designate certain student information as “Directory Information,” which may be released unless a parent or eligible student requests otherwise in writing.

Directory Information may include:

- Student name;
- Grade level;
- Participation in school activities or athletics;
- Honors and awards;
- Dates of attendance;
- Photographs when permitted by school procedures.

Parents or eligible students may opt out of directory information disclosures by notifying the school in writing within the timelines established by the school.

## **Eligible Students**

When a student turns 18 years old or attends a postsecondary institution, FERPA rights transfer from the parent to the student unless otherwise provided by law.

These students are referred to as “eligible students.”

## **Confidentiality & Records Protection**

AJHAE maintains safeguards to protect student records from unauthorized access or disclosure.

The school limits access to educational records to authorized individuals with legitimate educational interests and complies with applicable confidentiality and privacy requirements.

## **Student Records Requests**

Requests related to educational records, FERPA rights, directory information, or confidentiality concerns should be directed to school administration.

The school may require identity verification and written documentation before releasing records.

## **Complaints**

Parents and eligible students have the right to file a complaint with the U.S. Department of Education regarding alleged FERPA violations.