



**NORTH CAROLINA SCHOOL OF
SCIENCE AND MATHEMATICS**

Title	STUDENT RECORDS: ANNUAL NOTIFICATION OF FERPA RIGHTS
Authority	Chancellor
History	Last revised July 8, 2008
Legal Reference	BOG 700.2[R] Regulations of UNC General Administration with Respect to the Family Educational Rights and Privacy Act
Additional References	Family Educational Rights and Privacy Act of 1974
Responsible Offices	Chancellor
Classification	7200

STUDENT EDUCATION RECORDS: ANNUAL NOTIFICATION OF RIGHTS

Certain personally identifiable information about students ("education records") may be maintained at the North Carolina School of Science and Mathematics (NCSSM). Education records maintained at NCSSM are subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA provides that a parent/eligible student may inspect his or her education records. If the parent/eligible student finds the records to be inaccurate, misleading, or otherwise in violation of the student's privacy rights, the parent/eligible student may request amendment to the record by submitting a written request to the NCSSM Office of the Registrar. FERPA also provides that a student's personally identifiable information may not be released to someone else unless (1) the parent/student has given a proper consent for disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA permit the information to be released without the parent/student's consent. Such provisions are listed in the North Carolina School of Science and Mathematics Policies and Procedures Under the Family Educational Rights and Privacy Act of 1974, copies of which are available in the NCSSM Office of the Registrar.

One exception, which permits disclosure without consent, is disclosure to NCSSM school officials who have a legitimate educational interest in the information. An NCSSM school official is a person employed by NCSSM as an administrator, supervisor, instructor, or support staff member (including health or medical staff and Campus Resources Personnel); a person serving on the NCSSM Board of Trustees; a person or company with whom NCSSM has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official duty, (including Residential Life Assistant, selection committees and disciplinary or grievance committees) or assisting another NCSSM official in performing his or her tasks. Such officials are deemed to have a "legitimate educational interest" in the information if it is necessary or desirable for them to obtain the information in order to carry out their official duties and/or to implement the policies of NCSSM.

As provided by FERPA, parents/students are hereby notified that it is the policy of NCSSM to forward education records to officials of another school in which the student seeks or intends to enroll, without notifying the parent/student of such transfer of records. As a constituent institution of the University of North Carolina (UNC), NCSSM also may disclose the student's education

records to another UNC institution if an NCSSM student seeks to apply and/or transfer from one of the seventeen UNC campuses to another without prior notification of the parent/student.

FERPA also provides that NCSSM may define certain information from the education record as “directory information” which may be released without prior consent of the parent/student. NCSSM defines the following as “directory information”: student’s name, name(s) of parents, address, telephone listing, county, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, video and/or audio recordings made by NCSSM or made by others authorized by NCSSM, dates of attendance, date of graduation, awards received, and the most recent previous school attended by the student. A parent/eligible student who objects to the release of any or all of this information without prior consent must notify, in writing, the NCSSM Office of the Registrar by September 10 of each school year. Such a request to not release directory information means that no information about the student will be released except to NCSSM officials, as described in paragraph 3, except with the express written consent of the parent or student. If no objection is received by September 10, the information will be classified as directory information until the beginning of the next academic year.

To request to review records, request an amendment to records, request the North Carolina School of Science and Mathematics Policies and Procedures Under the Family Educational Rights and Privacy Act of 1974, or to file an appeal, contact the NCSSM Office of the Registrar, P.O. Box 2418, Durham, NC 27715-2418. Telephone: 919-416-2977. Email: registrar@ncssm.edu.

Complaints alleging violations by NCSSM of the provisions of FERPA or the regulations promulgated thereunder may be submitted in writing to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.