

Family Education Rights and Privacy Act Notification to Parents

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible student”) certain rights with respect to a student’s education records. These rights are:

1. The right to inspect and review a student’s education records within 45 days of the day that Meeting Street receives a request for access. Parents or eligible students should submit to the Compliance Officer a written request that identifies the record(s) they wish to inspect. The Compliance Officer 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 an amendment of a student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Meeting Street to amend a record that they believe is inaccurate or misleading. They should write to the Compliance Officer, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Meeting Street decides not to amend the record as requested by the parent or eligible student, Meeting Street 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.

Disclosure without consent: Disclosure to school officials that have legitimate educational interests. A school official is a person employed by Meeting Street as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on Meeting Street’s Board; a person or company with whom Meeting Street 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. Meeting Street will disclose educational records without consent to school districts that the students intend to enroll in.

4. Meeting Street will not disclose directory information.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Meeting Street to comply with the requirement of FERPA. To file a complaint, write to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901