

Annual FERPA Notice and Directory Information Notification Procedure

Purpose

To ensure compliance with the Family Educational Rights and Privacy Act (FERPA) requirement that schools annually notify parents/guardians and eligible students of their FERPA rights and the school's definition of directory information.

Responsible Staff

The Executive Director is responsible for ensuring compliance with the annual FERPA notification requirement. The Operations Manager is responsible for distributing the notice and maintaining documentation of compliance.

Procedure

1. By August 1 of each school year, the Executive Director shall review the school's FERPA Notice, including the definition of directory information, confirm that the notice reflects current board approved policy and applicable legal requirements, and bring any recommended revisions to the Board of Directors for consideration.
2. By September 1 of each school year, the Operations Manager shall distribute the FERPA Notice to all enrolled families and eligible students by:
 - Emailing a copy of the notice; or
 - Emailing a direct link to the notice.
3. Posting the FERPA Notice solely on the school's website does not satisfy the annual notification requirement. Each family must receive an individual communication containing either the notice itself or a direct link to the notice.
4. The Operations Manager shall maintain documentation of compliance, including:
 - A copy of the FERPA Notice distributed;
 - A copy of the communication sent to families;
 - Documentation of the distribution date; and
 - Available email delivery or distribution records.
5. Families enrolling after September 1 shall receive the FERPA Notice as part of the enrollment process.

Compliance Standard

The annual FERPA notification requirement is met only when the school provides a copy of the FERPA Notice or a direct link to the notice directly to each family and eligible student. Posting the notice on the school's website without directly providing it to families does not satisfy this requirement.