



NOTIFICATION OF RIGHTS
Under The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the Anderson Center for Autism (ACA) receives a request for access.
Parents or eligible students should submit to the Director of Children's Services a written request that identifies the record(s) they wish to inspect. The Director of Children's Services will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A fee of .75 per page will be charged for copies of records.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask ACA to amend a record should submit to the Director of Children's Services a written request clearly identifying the part of the record they want changed, and specify why it should be changed. If the ACA decides not to amend the record as requested by the parent or eligible student, ACA 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.
One exception, which permits disclosure without consent, is disclosure to ACA staff or Agency Associates with legitimate educational interests in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920