



1401 Old Coors Dr. SW, Albuquerque NM 87121 · 505-361-1838 · DIRECTORS: Jordan Franco and Michele Platis

Family Educational Rights and Privacy Act

Annual Notice of Rights and Directory Information

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 C.F.R. Part 99, is a federal law that protects the privacy of student education records. FERPA applies to schools that receive funds under an applicable program of the U.S. Department of Education and gives parents and eligible students certain rights regarding education records.

Parent and Eligible Student Rights

- The right to inspect and review the student's education records maintained by Rio Grande Academy of Fine Arts (RioGAFA).
- The right to request amendment of education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- If RioGAFA decides not to amend a record as requested, the right to a hearing. If the record is not amended after the hearing, the parent or eligible student may place a statement in the record commenting on the contested information.
- The right to provide written consent before RioGAFA discloses personally identifiable information from education records, except when FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by RioGAFA to comply with FERPA.

Copies of Records. FERPA generally requires access to records, not that a school provide copies. RioGAFA may provide copies when appropriate and may charge a reasonable copying fee, except where doing so would effectively prevent a parent or eligible student from exercising the right to inspect and review the records.

Disclosures That May Be Made Without Consent

FERPA permits disclosure without prior written consent in certain circumstances, including disclosures to:

- School officials with legitimate educational interests;
- Another school or educational institution in which the student seeks or intends to enroll, or is already enrolled, when the disclosure relates to enrollment or transfer;
- Authorized representatives for audit, evaluation, or enforcement of education programs;
- Appropriate parties in connection with financial aid for which the student has applied or received;
- Organizations conducting certain studies for or on behalf of RioGAFA;
- Accrediting organizations;
- Parties entitled to records under a judicial order or lawfully issued subpoena;
- Appropriate parties during a health or safety emergency; and
- State and local authorities as permitted within a juvenile justice system.

Directory Information

RioGAFA may disclose information designated as "directory information" without prior written consent unless a parent or eligible student submits a timely written opt-out request. RioGAFA designates the following as directory information: student name; mailing and physical addresses; telephone number; dates of attendance; and parent/guardian names and email addresses.

To opt out: Complete and sign the form on the following page and submit it to the school registrar within 30 calendar days of the student's initial enrollment, or within 30 calendar days of receiving this annual notice.

Questions or requests concerning education records may be directed to the RioGAFA school registrar.



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Directory Information Opt-Out Form

Under the Family Educational Rights and Privacy Act (FERPA)

I request that Rio Grande Academy of Fine Arts NOT disclose directory information regarding my child, except as otherwise permitted or required by law.

Student Information

Student Name: _____

Grade: _____

Date of Enrollment: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Acknowledgment

I understand that this request applies only to information designated as directory information by RioGAFA. It does not prevent RioGAFA from making disclosures otherwise permitted or required by FERPA or other applicable law. This request will remain in effect unless I revoke it in writing or RioGAFA provides notice that a new request is required.

Parent/Guardian Signature: _____

Date: _____

Submit this completed form to the RioGAFA school registrar within 30 calendar days of initial enrollment or receipt of the annual FERPA notice.

For School Use Only

Date Received:	Received By:
Registrar Signature:	Date Entered in Student Record: