

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

***Effective Date: 6/1/25***

**This notification applies to NFI Vermont schools:**

**Arlington School, Cornerstone School, East Meadow School, Turning Points School**

*The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents and students who are 18 years of age or older ("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 after the day NFI Vermont receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to NFI Vermont (see contact information below) a written request that identifies the records they wish to inspect. An NFI school official 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 the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write to NFI Vermont (see contact information below), clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a review regarding the request for amendment. Additional information regarding the review procedures will be provided to the parent or eligible student when notified of the right to a review.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

For more information reference:

[https://studentprivacy.ed.gov/ferpa#0.1\\_se34.1.99\\_131](https://studentprivacy.ed.gov/ferpa#0.1_se34.1.99_131)

One exception, which permits disclosure without consent, is disclosure to school(s) officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest

must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

NFI Vermont has determined the following staff to have legitimate education interest: school program staff, administrators and leaders, agency leadership, compliance staff, Billing Department staff, Records Management and Information Technology staff.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks, or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification (or School Orientation materials) that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information (see below), and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the NFI Vermont Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Annual Notice for Directory Information for NFI Vermont Schools  
**Arlington School, Cornerstone School, East Meadow School, Turning Points School**

*The Family Educational Rights and Privacy Act (FERPA)* requires that Arlington School, Cornerstone School, East Meadow School, Turning Points School with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However, Arlington School, Cornerstone School, East Meadow School, Turning Points School may disclose directory information as defined below, without written consent, unless the parents or eligible students have decided otherwise. The primary purpose of directory information is to allow Arlington School, Cornerstone School, East Meadow School, Turning Points School to include information from the child's education records in certain school communications and postings. Examples include:

- Bulletin boards containing student first/last names (or other PII) in classrooms,
- Program for special events – such as play bill, Variety Show, and Student Recognition Day,
- School Newspaper and annual yearbook (if applicable)
- Special Activities – such as sport activities, Birthday Party Invitations, and holiday cards, and
- Honor roll or other recognition lists, graduation program.

If parents or eligible students does not want Arlington School, Cornerstone School, East Meadow School, Turning Points School to disclose directory information as described below from the child's education records without prior written consent, they must notify the respective NFI School Director in writing within 30 days of enrollment.

Arlington School, Cornerstone School, East Meadow School, Turning Points School has designated the following information as directory information:

- Student's name,
- Grade level,
- Participation in recognized activities and events, and
- Awards and/or achievements.

**Contact Information**

**NFI Vermont- Administrative Office**  
30 Airport Rd, S. Burlington, VT 05403  
P (802) 658-0040 F (802) 658-0126  
[www.Nfivermont.org](http://www.Nfivermont.org)

<b>Arlington School</b>	P (802)748-0069
<b>Cornerstone School</b>	P (802)748-6282
<b>East Meadow School</b>	P (802) 888-4151
<b>Turning Points School</b>	P (802) 895-2541