



### *Notification of Rights Regarding Student Files*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) or a representative certain rights with respect to the student’s education records (hereinafter referred to as “file”). They are

(1) The right to inspect and review the student’s file within 45 days of the day the Education Program (SOP) receives a request for access.

Parents or eligible students should submit to the principal a written request that identifies the file(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the file(s) may be inspected.

(2) The right to request the amendment of the student’s file that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the SOP to amend a file that they believe is inaccurate or misleading. They should write the education director, clearly identify the part of the file they want changed, and specify what is inaccurate or misleading.

If the SOP decides not to amend the file as requested by the parent or eligible student, the SOP 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 file, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the SOP as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on a School Board; a person or company the SOP 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 a file in order to fulfill his or her professional responsibility.

Upon request, the SOP discloses files without consent to officials of another school division or institution of postsecondary education in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the SOP 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 20202-4605

The SOP shall destroy students’ files in accordance with the requirements outlined in the Guidelines for the Management of the Student’s Scholastic Record in Virginia Public Schools (June 2015).

If you have questions, please contact Dr. Karin DiMaggio, Principal, at 757-668-7061 or email at [Karin.DiMaggio@chkd.org](mailto:Karin.DiMaggio@chkd.org) or write Hospital School Programs, 400 Gresham Drive, Norfolk, VA 23507.