



FERPA: Your Privacy Rights in Education

Family Educational Rights and Privacy Act (FERPA)



What is FERPA?

FERPA is a federal law that protects your school records and gives you control over who can see them.



When Schools Can Share Without Permission

- With teachers or staff who need it to do their jobs
- If you transfer to another school
- For financial aid purposes
- If required by law or a court order
- During a health or safety emergency



What's Not Covered

- Notes teachers keep for themselves
- School police or security records
- Employment records (if you work for the school)



Your Rights Under FERPA

See Your Records

- You can look at your report cards, transcripts, disciplinary records, and other education files kept by the school.
- **Request a Fix**
 - If something in your record is wrong or misleading, you can ask the school to change it,
- **Control Who Sees Your Info**
 - Your parents (if you're under 18) or you (once you turn 18 or go to college) must give permission before the school shares your records — except in certain cases allowed by law.
- **Know What's Shared Publicly**
 - Schools can share “directory information” — like your name, sports team, honors, or yearbook photo — unless you say no. You can opt out.

How to Use Your Rights

- Ask your school office for the FERPA request form to see or change your records.
- Tell the school in writing if you want to opt out of directory information”

Remember: FERPA is about your right to privacy. Take a minute to know what's in your record and who can see it.