



Dear Arbor Park School District 145 Parents and/or Guardians:

We'd like to take this opportunity to remind you of your rights with respect to your educational records. Arbor Park School District 145 complies with the Family Educational Rights and Privacy Act (FERPA). Student and Family rights include:

- - the right to inspect and review the student's education records within 45 days of the day the district receives a request for access. A student or parent/guardian should submit to the registrar, principal, head of the department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The school district official will make arrangements for access and notify the requester of the time and place where the records may be inspected. If the records are not maintained by the school district official to whom the request was submitted, that official shall advise the person(s) of the correct official to whom the request should be addressed.
- - the right to request the amendment of the student's education records that the student, parent/guardian believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A parent/guardian who wishes to ask the district to amend a record should write the Superintendent and clearly identify the part of the record the party wants changed, and specify why it should be changed. If the Superintendent decides not to amend the record as requested, the district will notify the requester in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- - the right to provide written consent before the district discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The district discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the district has contracted as its agent to provide a service instead of using district employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a 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 an education record in order to fulfill his or her professional responsibilities for the district.
- - The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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 20202-5901.

Please direct any questions about Arbor Park School District's 145 FERPA policy to the Office of the Registrar at 708.687.8040 or via email at [mhesse@arbor145.org](mailto:mhesse@arbor145.org)

Thank you,

Margaret Hesse  
School District 145 Registrar