

## Section 4: Notification of Rights Under The Family Educational Rights and Privacy Act (“FERPA”) for Elementary Institutions

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

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask PDMA to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 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.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school 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 an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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  
600 Independence Ave., S.W.  
Washington, DC 20202-4605

(Note: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA).

## Section 5: Notification of Rights Under The Family Educational Rights and Privacy Act (“FERPA”) for the Arizona Early Intervention Program (“AzEIP”)

- The Arizona Early Intervention Program is the statewide system of supports and services for families of infants and toddlers, birth to three years of age, with disabilities or delays. The purpose of early intervention is to help families help children develop to their full potential. The Arizona Department of Economic Security, Arizona Early Intervention Program (DES/AzEIP) is the lead agency. Des/AzEIP works together with DES, Division of Developmental Disabilities (DDD) and other DES programs, the Arizona Department of Health Services (ADHS), the Arizona State Schools for the Deaf and the Blind (ASDB), the Arizona Department of Education (ADE), the Arizona Health Care Cost Containment System (AHCCCS) and other community resources to implement the Arizona Early Intervention Program.
- If your child is referred to AzEIP, an Interim Service Coordinator (ISC) will contact your family. If you are interested, the ISC will make an appointment to visit with your family in your home or another location of your choosing. During this visit, you may talk with the ISC about your concerns and your questions about your child’s development. You will be asked to share information about your child’s health and medical history. Together with the ISC, you may decide that a more detailed evaluation of your child’s development is needed. The ISC will help you identify other community programs or resources that might be helpful to you.
- If your child is eligible for the early intervention program, a permanent service coordinator will be assigned. Your family, your service coordinator, individuals who have been involved in assessments for your child, and other people who you decide to include, will develop an Individualized Family Service Plan that identifies your child’s routines and natural environments, the outcomes that you want for your child and your family, and the services and supports necessary to help meet those outcomes. Services are planned to meet the unique needs of each child and family and might include: audiology, home visits, nutrition services, occupational or physical therapy, family counseling, vision services and others.
- Your family may stay enrolled in AzIEP until your child turns three years of age or your child no longer needs early intervention. As your child nears two and a half years of age, your service coordinator and other IFSP members will be talking with you about this transition. Options for transition or next steps may include a preschool program for children with special needs offered by your local school district, Head Start Program, or a local childcare center. If you know any who might benefit from these services, please contact the school.