



CMCSS ADULT HIGH SCHOOL

FAQs About FERPA (INS-F154)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Once a student turns eighteen (18) or enrolls in an institution of higher education, the rights belong to the student. The student's primary rights are the right to inspect and review their education record; the right to seek to amend their education record; and the right to have some control over the disclosure of information from education records.

FERPA requires CMCSS AHS faculty, staff, and representatives to discuss only the content of a student's education record with their parent(s), legal guardian(s), or other approved adults if specific regulations are met. Below is a list of frequently asked questions to help you understand these regulations.

1. *What can I do if I want faculty and staff to be able to talk to my parents about my education record?*

Simply complete the enclosed "Consent to Release of Education Records" form and return it to the CMCSS Adult High School front office.

2. *Can I submit the waiver form online?*

Not at this time.

3. *Once I submit the waiver form, how long is it in effect?*

Consent will remain in effect until a student submits a subsequent written request to the CMCSS Adult High School front office revoking their consent to release information.

4. *Do parents or guardians of 17-year-old students enrolled in CMCSS Adult High School have the right to see their children's education records*

The rights under FERPA transfer from parent to student once the student turns eighteen (18) or enters a postsecondary institution. CMCSS AHS will encourage submission of the waiver as a preferred approach to the release of education records since it does not have to be submitted annually.

5. *What constitutes an education record?*

An education record is any record maintained by the district and contains information directly related to a student.



CMCSS Adult High School
Consent to Release of Education Records
(FERPA Waiver)

I, _____, consent the release of my education records to my parent(s), legal guardian(s), or other approved adults listed below for the purpose of keeping them informed about my education at CMCSS Adult High School. I understand that education records include, but are not limited to, information about my academic standing, disciplinary issues, and financial obligations to the district.

I acknowledge that I may submit a subsequent notification in writing directing CMCSS Adult High School to no longer release information to any or all the individuals listed below.

CMCSS Adult High School is authorized to release information to the following individuals (please print clearly):

_____ Name	_____ Relationship to Student
_____ Name	_____ Relationship to Student
_____ Name	_____ Relationship to Student

_____ Student's Name	_____ Student Signature	_____ Date
_____ Student's Date of Birth	_____ Student Daytime Telephone Number	

Please Return this Form To:

CMCSS Adult High School
430 Greenwood Avenue
Clarksville, TN 37040