

# Miami-Dade County Public Schools

*giving our students the world*

Superintendent of Schools  
Alberto M. Carvalho

Miami-Dade County School Board  
Perla Tabares Hantman, Chair  
Dr. Lawrence S. Feldman, Vice Chair  
Dr. Dorothy Bendross-Mindingall  
Carlos L. Curbelo  
Renier Díaz de la Portilla  
Dr. Wilbert "Tee" Holloway  
Dr. Martin Karp  
Dr. Marta Pérez  
Raquel A. Regalado

## HIGHLAND OAKS MIDDLE SCHOOL

Dear Parents:

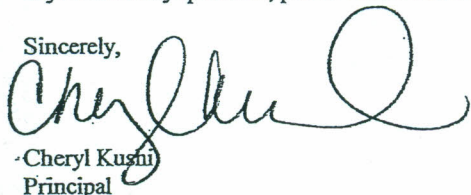
The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. There are:

1. The right to inspect and review the student's educational records upon request. Parents or eligible students should submit to the school principal 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. Copies of records may be requested and obtained.
2. The right to request the amendment of the student's educational record that the parent or eligible student believes is inaccurate, misleading, or inappropriate. Parents or eligible students may ask Miami-Dade County Public School (M-DCPS) to amend a record that they believe is inaccurate, misleading or inappropriate. A written request to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the records as requested, the parents or eligible students will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students with the notification of the right to a hearing.
3. The right to consent to disclosures of personally identified information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the M-DCPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). 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 M-DCPS discloses educational records without consent to the officials of another schools' district or post secondary institution in which a student seeks or intends to enroll.
4. The right to restrict the release of directory information which includes names, address, telephone, date and place of birth, date of attendance, major field of study, participation in officially recognized activities and sports, degrees and awards received, and the most recent previous educational agency or institution attended. A written request to restrict the release of this information should be received by the school within 20 days of the receipt of this letter.
5. The right to file a complaint with the U.S. Department of Education concerning failures by M-DCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office.

U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, DC 20597

If you have any questions, please contact the Registrar at 305-932-3810.

Sincerely,



Cheryl Kushi  
Principal