



Orange East Supervisory Union

64 Main Street | PO Box 396 | Bradford, VT 05033

To: Parents/Guardians of students and eligible students of Orange East
Supervisory Union

From: Heather Lawlerl, Superintendent of Schools

Date: August 2025

RE: ANNUAL NOTICE REGARDING STUDENT RECORDS

As an eligible student (18 years or older) or a parent of a student enrolled in the Orange East Supervisory Union, you have certain rights concerning the education records, which the district maintains. These rights are afforded by the Family Educational Right and Privacy Act (FERPA), and other legal requirements.

You have the right:

- A. To a list of the types and locations of student education records maintained by the district and the titles and addresses of the school officials responsible for those records.
- B. To inspect and review your education records within a reasonable time after such a request (no more than 45 days after the request is made, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a student with a disability). This includes the right to:
 - i. a response to reasonable requests for explanations and interpretations of the education record.
 - ii. have a representative of your choice (i.e. an advocate, relative, etc.) inspect and review the records on your behalf.
 - iii. a copy of any of your education records free of charge if the established fee effectively prevents you from exercising your right to inspect and review the records.
- C. To seek the correction of your education records through a request to amend them, or through a hearing procedure provided for by law, including the right to a copy of the Orange East Supervisory Union's "Procedures for Request to Amend Information in Education Records".
- D. To review the access log (record of disclosure of personally identifiable information) from your record.



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- E. To examine and receive a copy of any policies or procedures of the Orange East Supervisory Union regarding education records by contacting the superintendent.
- F. To receive this notice in your home language, if it is other than English, or by any other primary mode of communication that you use unless it is clearly not feasible for the district to do so.
- G. To file complaints, regarding the Orange East Supervisory Union's failure to grant these rights by writing to the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4665.
- H. To have information from your education records withheld from disclosure to third parties without your prior written consent, except:
 - i. to school official with legitimate educational interests
 - ii. to official of another school of school system in which you (your student) seek(s) or intend(s) to enroll
 - iii. to federal or state government officials and other authorities, as provided by law
 - iv. in health and safety emergencies
 - v. to comply with a judicial order or lawfully issued subpoena
 - vi. directory information which includes student's name, address, telephone number, current grade enrolled in
 - vii. degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and most recent previous education agency or institution attended, date and place of birth, and major field of study. *(Please see the following resource: FERPA General Guidance for Parents for more information -link below)*
<https://studentprivacy.ed.gov/resources/parent-guide-family-educational-rights-and-privacy-act-ferpa-0>

NOTE: The education agency is neither required nor prohibited from disclosing personally identifiable information contained in these exceptions. This means that the supervisory union may release the information if it chooses to do so but the fact that the information is included in the exception does not create a requirement that the information be released to a third party. Either parent or an eligible student has the right



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to inspect, review, and release the student's education records unless the district is provided with evidence of a statute, court order or other legal document that specifically resolves these rights.

In order to request inspection and review of your education records, or if you have any questions concerning your rights in this matter or if you wish to have a copy of the district's policy, contact the principal of the school the student is enrolled in for an appointment.

For a complete copy of Parent's Rights in Special Education please contact Sabrina Brown, Director of Student Services, Orange East Supervisory Union (802-222-5216 x6111).