

GARFIELD HEIGHTS CITY SCHOOLS  
NOTICE OF RIGHTS TO EDUCATIONAL RECORDS

1. Parent(s) or eligible students have the right to inspect and review the student's educational record.
2. The Garfield Heights City Schools treat student records as non-public except in the following circumstances:
  - a. By prior written consent of the student's parent(s), or by an eligible student
  - b. As directory information
  - c. Under certain limited circumstances
  - d. As permitted by law
3. Parent(s) or eligible students have the right to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading, or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if Garfield Heights City Schools decides not to alter them according to the parent(s) or eligible student's request.
4. Any person has the right to file a complaint with the Ohio Department of Education if the Garfield Heights City Schools violate FERPA.
5. Parents or eligible students are able to obtain this policy on the District's website: [www.garfieldheightscityschools.com](http://www.garfieldheightscityschools.com).