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P.O. Box 24
Keswick, VA 22947

ANNUAL NOTIFICATION OF PARENT/GUARDIAN RIGHTS

Concerning the Inspection, Amendment, and Disclosure of Student Education Records

Parents/guardians of Little Keswick School, Inc. students are hereby notified of the provisions of the Family Educational Rights and Privacy Act, which insures to them the following:

- I. The right to be provided with detailed written policy and procedures by which Little Keswick School, Inc. implements the education records laws. Copies can be obtained upon request form:
Little Keswick School, Inc., P. O. Box 24, Keswick, Virginia 22947.
- II. The right to inspect and review the education records of their student, including the right to explanations and interpretations by the school of the records, as well as the right to obtain copies of them at a fee.
- III. The right to request that Little Keswick School, Inc. amend educational records which the parent/guardian believes to contain information that is inaccurate, misleading, or otherwise violates the privacy or other rights of the student, including the right to request a hearing to challenge the content of records if the request to amend is first refused.
- IV. The right to have Little Keswick School, Inc. obtain prior written consent for the disclosure for personally identifiable information from education records from the parent/guardian, except in certain circumstances, including the right to have a record maintained of disclosures from a student's education records.
- V. The right to file complaints concerning alleged failures by Little Keswick School, Inc. to comply with these laws and regulations with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-5920.

I have reviewed these rights and hereby grant permission to the administrators of Little Keswick School, Inc. to release my child's records to a professional of Little Keswick's discretion. This grants review primarily by full staff as well as support personnel such as: Speech Therapist – Art Therapist – Occupational Therapist – Consultant Psychiatrist – Clinical Psychologist.

I am aware that Little Keswick School, Inc. maintains an on-going record of all who review my child's record and this is subject to my review at any time.

Reviewed By

Parent Signature

Date of Review

Date