Title I

The District of Columbia Public Schools (DCPS) is committed to the welfare and safety of all students. The Every Student Succeeds Act of 2015 requires DCPS to collect data on students who are identified as having a disability. This data is used to develop programs and services to support students with disabilities.

Consent for Examinations

When DCPS collects data on students, it is important that parents or guardians provide informed consent. Consent can be given in writing, orally, or through electronic means. Consent is valid for one school year, but may be renewed for additional years.

Parent Rights

Parents have the right to review their child’s educational records and to request an explanation of any data collected. They also have the right to challenge any data that they believe is incorrect or inappropriate.

Notice to Parents

DCPS provides notice to parents of their right to access educational records and to request a hearing if they believe that the records contain information that is incorrect or inappropriate. Notice is provided in writing and includes information about the rights of parents and the procedures for exercising those rights.

Confidentiality

DCPS is committed to maintaining the confidentiality of student records. Information collected on students will not be used for purposes other than those for which it was collected. Confidentiality is maintained through the use of secure databases and by limiting access to only those who have a legitimate need to know.

Contact Information

For more information about student data collection and parental rights, please contact DCPS at hrdataandcompliance@dc.gov or call (202) 337-3439.

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The Family Educational Rights and Privacy Act (FERPA)

DCPS has designated the Family Policy Compliance Office' as its single point of contact for FERPA requests. Individuals with questions or concerns about maintaining the confidentiality of student records should contact the Family Policy Compliance Office.

1. What is FERPA?
FERPA, also known as the Family Educational Rights and Privacy Act, is a federal law that safeguards the privacy of student records and gives students the right to access and control their educational records. DCPS ensures that all FERPA requests are processed within the timeframes established by the law, typically 45 days after receipt of the request. However, if the request is complex or involves multiple individuals or records, the timeframes may be extended.

2. Who can submit a FERPA request?
FERPA requests can be submitted by individuals with a direct and legitimate educational interest in the student's records. This includes students, parents, guardians, attorneys, and other individuals who have a specific, written consent from the student or parent.

3. What information can be requested under FERPA?
FERPA requests can seek information about a student's academic performance, grades, attendance, and other educational records. The Family Policy Compliance Office will process the request and release the information to the designated individual or authorized representative.

4. What should I do if I have concerns about my FERPA request?
If you have concerns about your FERPA request, you can contact the Family Policy Compliance Office for assistance. They can provide guidance on the request process and help resolve any issues that may arise.

5. How can I access FERPA documentation?
FERPA documentation is accessible through the Family Policy Compliance Office. If you need assistance accessing FERPA documentation, please contact the office for assistance.

Contact Information:
Family Policy Compliance Office
DCPS
1200 First Street NE
Washington, DC 20002
Phone: (202) 727-5000
Fax: (202) 727-5010
Email: fercp@dcs.dc.gov