

Official school records are kept in the protection of the school unless a student transfers to another school and an official transfer slip, signed by a parent, is submitted to release records. The Family Education Rights and Privacy Act of 1974 guarantees parents and guardians of students under the age of 18, and all students 18 years or older, the right to view records at any time in the Administrative Office. Parents are asked to make an appointment prior to such a visit. **(For a complete reading of the law refer to: Family Educational Rights and Privacy Act (FERPA) @ <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.htm>)**