

Code: JO-AR
Adopted: August 20, 2014

**STUDENT EDUCATION RECORDS (FERPA);
STUDENT PARTICIPATION IN FEDERALLY FUNDED SURVEYS (PPRA)**

Student Education Records (FERPA)

Definitions for terms in FERPA are provided at 34 CFR § 99.3. Particularly relevant definitions are provided below. For purposes of this regulation, the term “school district” includes the schools within the school district. Also, rights under FERPA transfer from the parent/guardian to the student when the student has reached 18 years of age or is attending an institution of postsecondary education. These students are referred to as “eligible students” in FERPA. For purposes of this regulation, the term “parent/guardian” includes “parent/guardian or eligible student.” The definition for “day” has been established by the school district.

Definitions

“Dates of attendance” – The term means the period of time during which a student attends or attended the school district. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student’s attendance at a school.

“Day” – Unless otherwise noted, the term “day” refers to a “school day” during the school year and a “work day” during summer vacation.

“Directory information” – The term means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institute attended. Directory information does not include a student’s social security number or student identification (ID) number, with the following exceptions. Directory information includes a student ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, and a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

“Disclosure” means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

“Education records” – The term means those records that are directly related to a student, and maintained by the school district or by a party acting for the school district. The term does not include:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records of a law enforcement unit of the school district, subject to the provisions of § 99.8;
3. Certain records relating to an individual who is employed by the school district;
4. Certain records on a student who is 18 years of age or older, or is attending an institution of postsecondary education;
5. Records created or received by the school district after an individual is no longer in attendance and that are not directly related to the individual’s attendance as a student; and
6. Grades on peer-graded papers before they are collected and recorded by a teacher.

“Eligible student” means a student who has reached 18 years of age or is attending an institution of postsecondary education.

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

“Party” means an individual, agency, institution, or organization.

“Personally identifiable information” – The term includes, but is not limited to:

1. The student’s name;
2. The name of the student’s parent or other family members;
3. The address of the student or student’s family;
4. A personal identifier, such as the student’s social security number, student number, or biometric record;
5. Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

“Record” means any information recorded in any way, including, but not limited to, hand writing, print, computer media, video or audio tape, film, microfilm, and microfiche.

Annual Notification to Parents/Guardians

The school district will annually notify parents/guardians of students currently in attendance of their rights under FERPA. The notice will inform parents/eligible students that they have the right to:

- inspect and review the student's education records;
- seek amendment of the student's education records that the parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
- file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with FERPA.

The notice will include:

- the procedure for parents/guardians to exercise the right to inspect and review education records;
- the procedure for requesting amendment of records; and
- a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

The school district will provide parents/guardians a copy of the annual FERPA notice as follows: ***“All parents/guardians at the beginning of each school year will be given a student-parent handbook containing the school district's annual FERPA notice”***

Rights of Inspection and Review of Education Records

A parent/guardian must be given the opportunity to inspect and review the student's education records. However, if the education records of a student contain information on more than one student, the parent/guardian may inspect and review or be informed of only the specific information about that student.

The school district will give full rights under FERPA to either parent, unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

The school district will maintain a list of the types and locations of the education records it collects, maintains or uses relating to students. The school district maintains the following education records: student academic permanent record; achievement and scholastic aptitude test results; attendance and discipline file; class record books; grade books; health inventory; and special education confidential folder and/or psychological file (if applicable). Records are held at each school site.

Procedure to Request Inspection and Review of Education Records

Parents/guardians should submit to the school principal a written request that identifies the

records they wish to inspect. The school principal will make arrangements for access and notify the parents/guardians of the time and place where the records may be inspected. The school district may assign a staff member to be present when education records are inspected and reviewed.

Timeline to Respond to Request

The school district must comply with a request for access to records within a reasonable period of time, but not more than 45 calendar days after receiving the request. Parents/guardians of students with disabilities must be permitted to inspect and review education records before any meeting regarding a meeting, or before any due process hearing or resolution session convened after the filing a complaint requesting a due process hearing (see federal IDEA regulations at 34 CFR 300.613(a)).

The school district must respond to reasonable requests for explanations and interpretations of records.

Copies of Records or Other Arrangements to Inspect/Review

If circumstances effectively prevent the parent/guardian from exercising the right to inspect and review the student's education records, the school district will (1) provide the parent/guardian with a copy of the records requested; or (2) make other arrangements for the parent/guardian to inspect and review the requested records. The U.S. Department of Education has interpreted FERPA to mean that copies of the records should be provided when the parent/guardian when lives too far from the school district to see the records. Unless the imposition of a fee effectively prevents a parent/guardian or eligible student from exercising the right to inspect and review the student's education records, the school district reserves the right to charge a fee for a photocopy of an education record which is made for the parent/guardian or eligible student. The photocopy fee in the school district will be 20 cents per page. The school district will not charge a fee to search for or to retrieve the student's education records.

The school or school district will not destroy any education records if there is an outstanding request to inspect and review the records.

Procedures for Amending Education Records

If a parent/guardian believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the school district to amend the record. A request for an amendment of the student's education record does not include a request to change a student's grade in a course, unless the parent/guardian alleges that the grade actually earned by the student was inaccurately recorded.

Procedure to Request Amendment of Education Records

Parents/guardians who wish to ask the school district to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

The school district will decide whether to amend the record as requested within 15 days after the school or district receives the request.

If the school district decides not to amend the record as requested, it will inform the parent/guardian or eligible student of its decision and of his or her right to a hearing and the hearing procedures.

Hearing Procedures

Parents/guardians who wish to request a hearing to dispute the school district's decision not to amend an education record as requested by the parent/guardian must write to the school principal and request a hearing. The request must be made within 10 days of receiving the school district's decision not to amend the student's education record.

The hearing will proceed as follows:

- The school district will hold the hearing within 30 days after the school or the school district has received a request for a hearing from a parent/guardian. Hearings will be held within 30 days after receipt of a request for a hearing.
- The school district will give the parent/guardian notice of the date, time, and place, 10 days in advance of the hearing.
- The hearing will be conducted by an individual of the school district's choosing, which may include an official of the school district who does not have direct interest in the outcome of the hearing.
- No written transcript of any hearing shall be made; however, at the request of either party, a recording device may be utilized to record the proceedings.
- The school district will give the parent/guardian a full and fair opportunity to present evidence relevant to the issues raised regarding the content of the student's education records.
- The parent/guardian may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
- The hearing will be conducted in an informal manner; technical rules of evidence will not apply. All relevant and material evidence is admissible and will be considered based on credibility and relevancy.
- The parties, or their representatives, shall present their respective positions by written and/or oral evidence. Either party shall have the right to cross-examine witnesses presented by the other party.
- Unless otherwise requested by the parent/guardian, the hearing shall be considered confidential and will be closed except for the parties and their witnesses.
- The school district will make its decision in writing within 10 school days after the hearing.
- The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the school district will amend the record accordingly and inform the parent/guardian or eligible student of the

amendment in writing.

If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will inform the parent/guardian or eligible student of the right to place a statement in the record commenting on the contested information in the record and stating why he or she disagrees with the decision of the school district, or both. If the school district places such a statement in the education record of the student, the school district will maintain the statement with the contested portion of the record for as long as the record is maintained, and disclose the statement whenever the district discloses the portion of the record to which the statement relates.

School District Disclosure of Personally Identifiable Information from Education Records

Consent for Disclosure

With certain exceptions discussed below, before the school district discloses personally identifiable information from the student's education records, the parent/guardian or eligible student must provide a signed and dated written consent. The written consent must (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; and (3) identify the party or class of parties to whom the disclosure may be made. "Signed and dated written consent" may include a record and signature in electronic form that identifies and authenticates a particular person as the source of the electronic consent, and indicates such person's approval of the information contained in the electronic consent.

If a disclosure is made pursuant to parent/guardian consent, and if a parent/guardian or eligible student so requests, the school district will provide him or her with a copy of the records disclosed. If the parent/guardian of a student who is not an eligible student so requests, the school district will provide the student with a copy of the records disclosed.

Disclosures Without Consent

A school district may disclose personally identifiable information from the education record of a student without the consent of the parent/guardian, if the disclosure meets one or more of the following conditions.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent/guardian, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/guardian or eligible student, the school must record the disclosure. Parents/guardians have a right to inspect and review the record of disclosures.

The school district may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents/guardians if the disclosure is:

- To other school officials, including teachers, within the school district whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school district has outsourced institutional services or functions, provided that the conditions listed in

§99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

The school district will use reasonable methods to identify and authenticate the identity of parents/guardians, students, school officials, and any other parties to whom the school district discloses personally identifiable information from education records.

Disclosure of Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Directory information may be released to agencies, institutions, the military, or businesses for the purpose of providing students with yearbooks, class rings, Lincoln County School District Policy (draft)

graduation announcements, athletic apparel, school pictures, scholarship opportunities, or other purposes that benefit the student and/or school. Directory information will not be released when the purpose is primarily for commercial or sectarian use.

The school district has designated the following information as directory information:

The student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study, grade level; enrollment status; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

The school district may disclose any of this information without written consent unless notified by the parent/guardian that directory information may not be released without written consent. If a parent/guardian does not want the school district to disclose directory information from education records without written consent, the parent/guardian must notify the school district in writing by September 15th of each school year. Notifications must be sent by parent/guardian to the local school office of the student.

Disclosure to School Officials with Legitimate Educational Interests

The school district discloses education records to school officials with legitimate educational interests, defined as follows:

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Disclosure to Officials of Another School District

The school district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Enforcement Procedures

Parents/guardians have the right to file a complaint with the U.S. Department of Education

concerning alleged failures by the school district to comply with the requirements of FERPA.
The name and address of the federal office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Legal Reference(s):

Family Educational Rights and Privacy Act, 20 USC 1232g, regulations at 34 CFR Part 99
Protection of Pupil Rights Amendment, 20 USC 1232h, regulations at 34 CFR Part 98
Individuals with Disabilities Education Act, regulations at 34 CFR Part 300
NRS 392.029
NAC 392.301-360

Lincoln County School District Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official or other school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information: Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Directory information may be released to agencies, institutions, the military, or businesses for the purpose of providing students with yearbooks, class rings, graduation announcements, athletic apparel, school pictures, scholarship opportunities, or other purposes that benefit the student and/or school. Directory information will not be released when the purpose is primarily for commercial or sectarian use. The Lincoln County School District has designated the following information as directory information: the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended

Unless individual written objection to release such directory information is received by the school principal from the parent or eligible student by September 15th of each year, any of the above information may be released in accordance with the purposes stated. All objections should be filed in writing with the Principal of the school where the student attends.

Student Participation in Federally Funded Surveys (PPRA)

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education. The Protection of Pupil Rights Amendment is intended to protect the rights of parent/guardians and students in two ways. First, it seeks to ensure that schools and contractors make instructional materials available for inspection by parent/guardians if those materials will be used in connection with a U. S. Department of Education funded survey, analysis, or evaluation in which their children participate. Second, it seeks to ensure that schools and contractors obtain written parent/guardian consent before minor students are required to participate in any U. S. Department of Education funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or parent/guardians; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The school district has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Lincoln County School District
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of–

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The school district has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific

activity or survey. The school district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901