**Annual Notification of Rights 7 sentences**

1. Under FERPA, a school must annually notify eligible students in attendance of their rights under FERPA.
2. The annual notification must include information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA.
3. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."
4. FERPA does not require a school to notify eligible students individually of their rights under FERPA.
5. Rather, the school may provide the notice by any means likely to inform eligible students of their rights.
6. Thus, the annual notification may be published by various means, including any of the following: in a schedule of classes; in a student handbook; in a calendar of school events; on the school’s website (though this should not be the exclusive means of notification); in the student newspaper; and/or posted in a central location at the school or various locations throughout the school.
7. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.