**Complaints of Alleged Failures to Comply with FERPA 15 sentences**

1. FERPA vests the rights it affords in the eligible student.
2. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA.
3. Thus, we require that a student have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.
4. The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA.
5. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation of FERPA.
6. Complaints that do not meet FERPA’s threshold requirement for timeliness are not investigated.
7. If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations.
8. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law.
9. The investigation is closed when voluntary compliance is achieved.
10. Please note that the eligible student should state his or her allegations as clearly and specifically as possible.
11. To aid us in efficiently processing allegations, we ask that an eligible student only include supporting documentation that is relevant to the allegations provided.
12. Otherwise, we may return the documentation and request clarification.
13. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA is included.
14. An eligible student may obtain a complaint form by calling (202) 2603887.
15. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.