



# Savannah-Chatham County Public School System

## Parent/Eligible Student Complaint Form

### **INSTRUCTIONS**

The Legal Office oversees and investigates violations of the Family Educational Rights and Privacy Act (FERPA), the Pupil Protection Rights Amendment (PPRA), and the Georgia Student Data Privacy, Accessibility, and Transparency Act (The Act) to ensure student and parental rights with regard to the privacy of students and their educational records.

Parents and eligible students who need assistance or who wish to file a complaint under FERPA, PPRA, or The Act should do so by completing sections 1 through 6 on the form and delivering or mailing it to the office listed below.

### **SECTIONS 1 & 2: STUDENT AND COMPLAINT INFORMATION**

An individual filing a complaint must be a parent of a student under the age of 18 in an elementary or secondary school subject to the Family Educational Rights and Privacy Act (FERPA) who has suffered an alleged violation. Please note that we do not investigate anonymous complaints. The name of the complainant and the substance of the alleged violation are disclosed to the school or department as a routine part of the process of investigating an alleged violation. Please fill out each section in the Complaint Form thoroughly.

### **SECTION 3: SCHOOL OR DEPARTMENT INFORMATION**

Please provide the name of the current principal of the school or the director of the department against which you are alleging violated FERPA, PPRA, or The Act.

### **SECTION 4: VIOLATION INFORMATION**

Outline the relevant facts clearly and succinctly in the space provided. Complaints filed with the Legal Office regarding an alleged violation must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA, PPRA, or The Act has occurred. In addition, a complaint must be filed in a timely manner. That is, a complaint must be filed within one year of the alleged violation or within one year after the complainant knew or reasonably should have known about the violation.

### **SECTION 5: CORRESPONDENCE INFORMATION**

If there is correspondence or other information (such as a newspaper article, email, or website posting) that substantiates your allegation, please briefly describe it in this section and include additional documentation in your submission.

### **SECTION 6: CERTIFICATION**

Certify that the information you have provided in the Complaint Form is accurate and true to the best of your knowledge. Mailed or hand delivered forms are required to be signed and submitted to the Legal Office.

Savannah-Chatham Public School System  
Legal Office  
208 Bull St.  
Savannah, GA. 31401



# Savannah-Chatham County Public School System

## Parent/Eligible Student Complaint Form

### SECTION 1: STUDENT INFORMATION

<b>First Name</b>	<b>Last Name</b>	<b>Date of Birth</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Current or Last School Attended</b>	<b>Grade Level</b>
<input type="text"/>	<input type="text"/>

Your relationship to the student whose privacy or education records are the subject of this complaint.

Parent or Legal Guardian     Eligible Student     Other (ex. attorney representing the parent or eligible student)

### SECTION 2: COMPLAINANT INFORMATION

<b>First Name</b>	<b>Last Name</b>
<input type="text"/>	<input type="text"/>

<b>Street Address</b>	<b>Phone Number</b>
<input type="text"/>	<input type="text"/>

<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Email Address</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### SECTION 3: SCHOOL OR DEPARTMENT INFORMATION

**Name and title of the school's principal, director of department, or official that you alleged violated FERPA, PPRA, or The Act**

<b>Name of school or department</b>	<b>Phone Number</b>	<b>Date of Alleged Violation</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Name and title of any official you contacted in an attempt to resolve this matter**

**SECTION 4: VIOLATION INFORMATION**

What is the nature of your alleged allegation?  FERPA  PPRA  CIPA

**SECTION 5: CORRESPONDENCE INFORMATION**

**Describe any correspondence that might substantiate the information specifically required in Section 4 above.** (Do not submit other information or documentation unless it is requested by the Legal Office. Submission of extraneous materials may delay the investigation.)

**SECTION 6: CERTIFICATION**

**I certify that the information I have provided is true to the best of my knowledge and belief.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_