

The following is a notice to parents and eligible students (who are 18 years of age or older) of their rights regarding student records and information.

### **I. Annual Notification of Your Rights Under FERPA**

As a parent/guardian of a Beaverton School District (BSD) student you have certain rights regarding your child's education records under the Family Education Rights and Privacy Act (FERPA), and applicable state law. The rights are summarized below and described in more detail in the Student Family Handbook, found at <https://www.beaverton.k12.or.us/about-us/bsd-student-family-handbook>, and in Board Policy JO, JOA, and JOB.

1. **Review of Student Records:** You have the right to inspect and review your child's education record. You may contact the principal of the student's school to request an appointment to review the records. The school will make arrangements for access and notify you of the time and place where your child's records may be inspected.
2. **Amendment of Student Records:** If you believe your child's records are inaccurate or misleading, you have a right to make a written request for the school to amend the records. Administrative Regulation JO-AR outlines the procedures for addressing these requests, including hearings, as appropriate. Grades are not subject to challenge under this provision.
3. **Disclosure of Student Records:** Without your prior written consent, only individuals having a legitimate educational interest, officials in the school systems in which a student intends to enroll, and certain authorized officials may have access to your child's educational records. However, certain routine information, called *directory information*, may be disclosed without your consent. See Parental Privacy below.
4. **Right to File a Complaint:** If you believe your rights under FERPA have been violated you have the right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education.

All of the rights described above transfer to a student who is 18 years old or is attending a post-secondary education institution.

### **II. Student and Parent Information and Image Disclosure (Directory Information)**

FERPA allows the District to provide *directory information* upon request without the prior permission of parents or students.

**Directory Information** includes the following items:

- Student's name, address and telephone listing
- Student's image (ex. photo, print, video)
- Student's grade level, teacher(s), class(es) and/or classroom(s)
- Degrees or awards received
- Most recent previous school or program attended
- Parent(s) name and email address
- Date of birth
- Participation in sports and activities
- Weight and height of athletic team members
- Dates of attendance

The primary use of *directory information* is to allow for the inclusion of your child's information and image for school district use in publications such as yearbooks, playbills or other programs showing participation in athletics or activities, teacher and curriculum websites such as Canvas and Seesaw, and the District and school websites and social media. Video and/or photographs of our students, their class activities, and their student work may be displayed in our buildings, on our websites, and used outside the District for District-authorized purposes.

We occasionally will release directory information upon request to third parties such as parent organizations and news media for directories or other means of supporting schools and school programs.

**If you do not want the District to disclose directory information, to include photo and video from your child's education records without your prior consent, you must notify the office at your child's school in writing within two (2) weeks of starting school.** This notification must be submitted on an annual basis.