

**Family Educational Rights and Privacy Act (FERPA)**  
**Annual Notice for Disclosure of School Directory Information**

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you advised the district to the contrary in accordance with district procedures.

Cologne Academy has designated the following as Directory Information:

- Student name
- Grade Level
- Dates of attendance
- Address
- Phone numbers
- Emails

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- Music or drama performance
- Annual school yearbook
- Honor Roll
- Fish Assemblies
- School/student directory
- School website

Directory Information can also be disclosed to outside organizations without a parents' written consent, regardless of the reason for or the source of the requested data. Two federal laws require school districts that receive assistance under No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories-names, addresses, and telephone listings-unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want Cologne Academy to disclose Directory Information about your child without your prior consent, you must notify the school in writing by October 1<sup>st</sup>, or within 30 days of your child's attendance, if newly enrolled. A form may be picked up at the office.

**Family Educational Rights and Privacy Act (FERPA)**  
**Annual Notice of Student Education Record Privacy**

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a postsecondary school or college, the parents' rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 10 (ten) working days of the date a written request is received, exclusive of Saturdays, Sundays, and holidays. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a copy fee if copies are requested. The following staff person may be contacted to seek access to your child's records:
  - Executive Director of Cologne Academy
  - You will be notified of the place and time the record(s) may be available for review.
  
- 2) To request that a school records believed to be inaccurate or misleading, the request must be in writing and clearly specify:
  - a. The part of the record you are requesting to be changed, and
  - b. Why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information.

The school is not required to consider requests for grade or disciplinary decision, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contracted to request an amendment to your child's record:

- Executive Director of Cologne Academy
- 3) To control the disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate interests, such as a person employed by Cologne Academy: a person serving on the school board, a person or company with whom Cologne Academy has contracted to perform a special task (such as an attorney, auditor, or therapist); a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another district official; or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill professional responsibility.
  
  - 4) To file a complaint with the US Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave SW  
Washington, DC 20202-4605