

ANNUAL FERPA NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

In compliance with Federal regulations, the Hamilton City School District has established the following guidelines concerning student records:

The Director of EMIS and Student Services is the District Records Officer and is responsible for the supervision of all student records. This office is located at 533 Dayton Street, Hamilton, Ohio and can be reached by calling 513-887-5000.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

- A. inspect and review the student's education records
- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law
- D. challenge District noncompliance with a parent's request to amend the records through a hearing
- E. file a complaint with the Department of Education
- F. obtain a copy of the District's policy and administrative guidelines on student records

The District has established the following information about each student as "directory information":

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within twenty days (20) days from the date of this notification that s/he will not permit distribution of any or all of such information.

5/28/13