



# ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

<b>PROCEDURE</b>	<b>Notice of Rights Concerning Student Records</b>		
<b>SECTION</b>	<b>Students</b>	<b>CODE</b>	<b>C1R</b>

*Last updated:*

As a parent of a student enrolled in the Addison Northwest School District, (or as an eligible student), you have certain rights concerning the personally identifiable educational records which the District maintains for your student (you). These rights are afforded by the Family Educational Rights and Privacy Act (FERPA), also known as the “Buckley/Pell Amendment;” the individuals with Disabilities Education Act; and the policy and procedures of the Addison Northwest School District.

You have the right:

- To inspect and review your student’s (your) education records within a reasonable time (not more than 45 days) of such a request, including:
  1. A response to reasonable requests for explanations and interpretations of the records.
  2. To have a representative inspect and review the records.
  3. A copy of any of your student’s (your) records.

The Addison Northwest School District will assume that either parent has the right to inspect, review, and release the student’s records unless it is provided with evidence that there is a legally binding instrument which provides to the contrary.

In order to request inspection and review of your child’s (your) school records, or if you have any questions concerning your rights in this matter, contact the principal of the student’s school.

You have the right:

- To seek the correction of your student’s (your) education records through a request to amend them, or through a hearing procedure provided by law.
- Not to have personally identifiable information from your student’s (your) records disclosed without your prior written consent, except as provided by FERPA. However, FERPA allows disclosure of the following personally identifiable information without your consent to school officials with legitimate educational interests:
  1. Directory information including student name, address, telephone number, date of birth, gender, weight and height of members of athletic teams, participation in activities recognized by the School District, dates of attendance, degrees and awards received, yearbook picture, class pictures, and

information, most recent previous school attended and the school to where the student transferred, if applicable.

2. This information may be disclosed at the discretion of the school principal or director of counseling. Lists of student names or other information will not be made available as Directory Information; except to a specific school PTO or class PTO designee (e.g. room mother) also at the discretion of the Principal.
  3. To the parent, to the student him/himself, to an eligible student.
  4. To officials of another school or school system in which the student seeks or intends to enroll. The Addison Northwest School District will forward education records to the institution in which the student seeks or intends to enroll upon the request of the institution, the parent, or the eligible student.
  5. To governmental officials and other authorities, as provided by law.
  6. In health and safety emergencies.
  7. In connection with the application for and receipt of financial aid.
  8. If required by a state law requiring disclosure which was adopted before November 19, 1974.
  9. To organizations, who on behalf of the educational institution are engaged in predictive testing, administering student aid or improving instruction; to ascending organizations carrying out their functions.
  10. To comply with a judicial order or lawfully issued subpoena after having made a reasonable effort to notify parent or eligible student of the order of subpoena.
- To limit the disclosure of directory information. If you do not wish the Addison Northwest School District to disclose, without your consent, any of the information designated as "Directory Information: in the section above pertaining to your student (you), you must submit a written request. The written request must be received by the student's (your) school principal within 10 working days of the date of school handbooks distribution or the date of the student's (your) enrollment, whichever comes later. The written request must state specifically the Directory Information which should not be disclosed. If no written request is received in a timely manner, the District may disclose Directory Information about your student (you) without your consent.
  - To review the record of disclosure of personally identifiable information of your student's (your) records.
  - To examine and receive a copy of any policies or procedures of the Addison Northwest School District regarding student records by contacting the principal of your student's (your) school.
  - To receive this notice in a primary or home language other than English.
  - To file complaints, regarding the Addison Northwest School District's alleged violation of FERPA, to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202-4605.