



# Family Educational Rights and Privacy Act ANNUAL NOTICE

## (Release of Student Directory Information to the Public and/or Military Recruiters)

The Family Educational Rights and Privacy Act (FERPA) affords parents\* certain rights with respect to their student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents\* should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent\* of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent\* believes are inaccurate. Parents\* may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parents,\* the school will notify the parents\* of the decision and advise them of their right to a hearing regarding the request for amendment.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

For purposes of FERPA, USD 497 has designated certain information as "directory information," which may be disclosed for any purpose without prior consent. The primary purpose of this designation is for district use of the information in school publications, such as newsletters, drama playbills, recognition listings, graduation programs, sports team rosters and yearbooks. USD 497 considers the following "directory information:" student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, honors received, the most recent previous school attended, class designation and photographs.

### Release of Student Directory Information to Military Recruiters

In addition, two federal laws: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), require educational agencies to provide military recruiters, upon request, students' names, addresses and telephone listings.

**Parents\* wishing to withdraw consent for release of directory information must complete a Non-Disclosure of Student Directory Information form available upon request at any school, the district office and [www.usd497.org](http://www.usd497.org). USD 497 assumes there is no objection to the release of directory information if this signed form is not returned to the school upon enrollment.**

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD 497 to comply with these requirements. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

\*parents, legal guardians and students age 18 or older