

## ANNUAL NOTICE ABOUT YOUR RIGHTS CONCERNING STUDENT RECORDS:

Dear Parent and Student,

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age or students under 18 who attend post-secondary school, certain rights with respect to education records. These rights are listed below.

1. You have the right to inspect and review your student's education records. Parents or eligible students should submit a written request that identifies the record(s) they wish to inspect to the school principal or other appropriate school personnel. The principal must allow you to see the records within 45 days from receipt of your request.
2. You have the right to request changes in your student's school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your student's records, you must submit your request in writing to the principal. The principal will make a decision regarding the request. If you disagree with the principal's final decision, you may submit your proposed changes to the Superintendent, and finally to a hearing, if you so desire.
3. You have the right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records. FERPA authorizes disclosure of PII without your consent to the following officials/agencies:
  - a. Any school official is deemed to have an "educational need to know", and may have access to the records. 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. A school official is a person employed by the District 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 District 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.
  - b. Upon request, the District will disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll. The District will forward records upon such a request, but will attempt to notify the parents and/or student of the request.
4. You have the right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

Student Privacy Policy Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-4605

Some of the information in your school records is not confidential. These may be released without your consent. This information is known as “directory information”. Directory information includes the following:

Full Legal Name	Date and Place of Birth
Address	Grade level
Telephone Number	Enrollment status
Email address	Major Field of Study
Dates of Attendance	Degrees and Awards Received
Academic work intended for publication or display	Weight and height of members of athletic teams
Participation in officially recognized activities and sports	
The most recent previous educational agency or institution attended by the student	
The image or likeness in pictures, videotape, film or other medium	
Other similar information that would not generally be considered harmful or an invasion of privacy if disclosed	

If you do not want directory information released, you must submit a request in writing to the principal. The request must include exact descriptions of what types of information you do not want released. This opt-out request must be received by the principal no later than 30 days beyond the students first day of school.

Under Federal law, military recruiters and institutions of higher education are entitled to a list of names, addresses, and telephone numbers of high school students, unless you object to such release. Your objection must be received in writing no later than 30 days beyond the students first day of school if you are objecting to this.

Both parents have a right to see the school records of their child(ren) unless there is a certified copy of a court order on file at the school that specifically denies the parent that right.