EXHIBIT – 5125 (a)

STUDENT RECORDS ANNUAL NOTICE

This annual notice complies with the Family Educational Rights and Privacy Act and is based upon the model FERPA notification developed by the federal Family Policy Compliance Office. Language has been added to the federal notice to comply with the following state laws: AS 14.43.930 requiring annual notice to parents regarding disclosure of student names for purposes of University of Alaska scholarship eligibility; 4 AAC 43.010 requiring disclosure of a student's eligibility for the Alaska Performance Scholarship Program; and AS 14.30.745 requiring annual notice to parents of disclosure of student information for purposes of Alaska Military Youth Academy eligibility.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to 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 District receives a request for access.

   Parents or eligible students should submit to the school principal or the Superintendent's office a written request that identifies the record(s) they wish to inspect. The appropriate District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copying fee will be charged in the amount of $0.25 per page if copies are desired.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the District to amend a record should write the Superintendent, clearly identify the part of the record they want changed and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

EXHIBIT – 5125 (a)

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (continued)

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 District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board.

A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees or who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant or therapist, a parent or student volunteering to serve on an official committee, such as disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Other exceptions for disclosure without consent are detailed in FERPA and Board Policy and Administrative Regulation 5125.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. A complaint can be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

EXHIBIT – 5125 (b)

STUDENT RECORDS ANNUAL NOTICE

In addition, you are entitled to notice of the following disclosures of student records:

1. Upon request, the District discloses education records without consent to officials of another school district or institution of post-secondary education institution where the student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

2. By September 15 of each year, the district will provide to the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Release of a student's name to the University of Alaska will not be made if the parent or eligible student objects. An objection should be made in writing to the school principal.

3. By July 15 of each year, the district will transmit to the Alaska Department of Education and Early Development information on each graduating student's eligibility for the Alaska Performance Scholarship Program. This is required disclosure that occurs without consent and without the opportunity to object.

4. By January 15 and July 15 of each year, the district will provide to the Alaska Military Youth Academy, operated by the Department of Military and Veterans' Affairs, a report containing the name, address, and dates of attendance of prior students ages 15 through 18 who appear no longer enrolled in any educational institution and who have not received a diploma or GED. Release of a student's information to the Alaska Military Youth Academy will not be made if the parent or eligible student objects. An objection should be made in writing to the school principal.

In addition, the District may disclose "directory information" concerning students without obtaining prior consent. The District has designated the following information as "directory information": a student's name, address, telephone listing, electronic mail address, photographic or video image, date and place of birth, major field of study, information regarding participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, and the identity of the most recent previous educational agency or institution attended by the student.

The primary context in which the District discloses directory information is in school publications such as the yearbook, programs for school performances, honor rolls and recognition lists and sports activity sheets showing information regarding team members. The District may also disclose directory information to outside individuals and organizations, such as news media, college recruiters and companies that manufacture class rings or publish yearbooks.

EXHIBIT – 5125 (b)

STUDENT RECORDS ANNUAL NOTICE

Federal law also requires the District to provide military recruiters upon request, with secondary students' names, addresses, and telephone listings unless parents or eligible students object.

Parents or eligible students have a right to instruct the District that they do not wish some or all of a student's directory information to be disclosed without their prior written consent, provided they notify the District of their choice within ten (10) school days of the commencement of the school year. If you object to the release of some or all categories of directory information, you should fill out the attached form and submit it to the school principal or Superintendent.

EXHIBIT-5125 (c)

REQUEST FOR ACCESS TO RECORDS BY PARENT OR ELIGIBLE STUDENT

This form shall be used and shall be available upon request to parents and eligible students for the purpose of making a written request for access to a student's education records.

Request for Access to Records by
Parent or Eligible Student

I, _____, request access for inspection
(Name of Parent or Eligible Student)

and/or copying to the following records of _____.
(Name of Student)

1.

2.

3.

(List Specific Records for which access is desired)

_____ _____

Date Signature of Parent or Eligible Student

EXHIBIT-5125 (d)

REQUEST FOR DISCLOSURE OF STUDENT'S EDUCATIONAL RECORDS TO A THIRD PARTY

This form is to be used for disclosure of educational information to third parties with the consent of the parent or eligible student.

Request for Disclosure of Student's
Educational Records to Third Party

I, _____ request release of the following education
(Name of Parent or Eligible Student)

records of _____ to the person or entity specified below:
(Name of Student)

Records to be released: _____

_____

_____

_____

_____

_____

Person, firm, corporation, or other entity to whom records may be released:

_____

_____

Purpose of disclosure: _____

_____

_____ _____

Date Signature of Parent or Eligible Student

EXHIBIT-5125 (e)

NOTICE OF RESTRICTIONS ON DISCLOSURE

This notice is to be given to parties to whom personally identifiable information from a student's education records is disclosed on condition that the information not be re-disclosed without the prior written consent of the parent or eligible student. See subsection E(4) of regulations.

Notice of Restrictions on Disclosure

TO:_____ DATE: _____

FROM: Superintendent of Schools, Wrangell Public School District

RE: Disclosure of Education Records

Pursuant to written authorization the District has received from _____
(Parent or Eligible Student)

you are provided with the following education records of _____
(Name of Student)

You are instructed that the Family Educational Rights and Privacy Act of 1974 and regulations promulgated pursuant to that Act preclude your release of these records to any other person, firm, corporation, or other entity without the prior consent of the affected parent or eligible student. Federal law also prohibits use of the records or the information they contain for purposes other than those, which formed the basis for the District's release of the records. These records are provided to you on the condition that you do not release them to any other person, firm, corporation, or other entity without the prior consent of the parent or eligible student.

EXHIBIT-5125 (f)

RECORD OF ACCESS

This form shall be attached to each individual student's cumulative record folder and each education record maintained separately from the folder. In the event that student education records are maintained in a manner not conducive to the use of a separate form for each record, one form may be maintained in an appropriate place for the purpose of maintaining a record of examination of each student's records.

Record of Access

The District is required by law to maintain, with limited exceptions, a record identifying each person who requests, inspects or otherwise examines a student's education records, including a description of the specific record examined, the purpose for the examination, and the date of examination. This record of access shall be available only to the parent or eligible student, to the custodian of the record and his or her assistants, and to persons or organizations authorized by law. A record of access need not be maintained for requests for access by and disclosures to a parent or eligible student, a party pursuant to the written consent of a parent or eligible student, or a party seeking disclosure of directory information.

IN ADDITION, SCHOOL OFFICIALS AND EMPLOYEES WITHIN THE DISTRICT WHO HAVE A LEGITIMATE EDUCATIONAL INTEREST IN THE EDUCATION OF THE STUDENT, INCLUDING THE SUPERINTENDENT, PRINCIPAL, SCHOOL COUNSELORS AND TEACHERS TO WHOM STUDENTS ARE ASSIGNED, AND OTHER PROFESSIONAL SCHOOL PERSONNEL WHO HAVE A LEGITIMATE INTEREST IN THE EDUCATION OF THE STUDENT, MAY EXAMINE STUDENT RECORDS WITHOUT THE NECESSITY OF BEING IDENTIFIED ON THIS FORM AND WITHOUT THE NECESSITY OF RECORDING THE DATE OF EXAMINATION OR THE REASON FOR EXAMINATION.

Other exceptions may be noted in District administrative regulations or Title 34, Part 99 of the Code of Federal Regulations.

ACCESS RECORD

Identity of Person Examining Record	Specific Record Examined	Reason	Date

EXHIBIT-5125 (g)

NOTICE TO PARENTS REGARDING ACCESS WITHOUT CONSENT TO RECORDS PERTAINING TO EXCEPTIONAL CHILDREN

This notice shall be sent to parents or eligible students when an official of a school or school system in which the student intends to enroll requests education records of an exceptional child without the written consent of the parent or eligible student.

Federal law says that personally identifiable information in those education records specifically collected or maintained in conjunction with the provision of services to exceptional children may not be released without the written consent of a parent or eligible student unless the disclosure is to an official of a school or school system in which the student intends to enroll, provided, however, that a parent or eligible student must be notified of the disclosure, offered a copy of the record, and notified of his or her right to request amendment of the record.

This notice is to inform you that on _____
Date

_____
Name of School System

has requested the education records of _____
Student

Please notify Wrangell Public Schools Office of Special Education at 907-874-3395 if you would like a copy of the record sent or would like to request amendment of the record.

Adoption Date in Consultation with Legal Counsel:	December 8, 2003
Reviewed in Consultation with Legal Counsel:	August 15, 2005
Reviewed:	October 20, 2014
Revised:	August 19, 2024
Reviewed:	September 15, 2025