



Fairbanks North Star Borough School District

Parent Notification of Rights under FERPA – Annual Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to their students' education records.

1. **The right to inspect and review the student's education records within 45 days after the day the Fairbanks North Star Borough School District (FNSBSD) receives a request for access.** Parents or eligible students who wish to inspect their child's or their education records should submit a written request to the school principal or appropriate school official, identifying the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student 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 or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** Parents or eligible students who wish to ask the FNSBSD to amend their child's or their education record should write to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.
3. **The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records.** Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent to the following parties (disclosures without consent are detailed in FERPA and School Board Policy 5125):
 - other schools to which a student is transferring;
 - certain government officials, or state or local authorities in order to carry out lawful functions;
 - appropriate parties in connection with financial aid to a student;
 - organizations doing certain studies for the school or accrediting organizations;
 - individuals who have obtained court orders or subpoenas;
 - persons who need to know in cases of health and safety emergencies; and
 - school employees or school officials with legitimate educational interests;
 - *A school official is anyone performing a service for the District, including employees, volunteers, and contractors (such as attorneys or therapists). These individuals have a legitimate educational interest if they need to review a student's records to fulfill their professional responsibilities.*

In addition, parents and eligible students are entitled to notice of the following disclosures:

- The FNSBSD shares names/addresses of scholarship-eligible graduating students with the University of Alaska. Parents or students may opt out by contacting the school principal.
 - The FNSBSD is required by law to send Alaska Performance Scholarship eligibility information to the Alaska Department of Education. This is a mandatory disclosure; there is no opt-out available.
 - The FNSBSD provides contact information to the Alaska Military Youth Academy for former students (ages 15–18) who are no longer enrolled and have not graduated. Parents or students may opt out by contacting Student Information Systems (907-452-2000, ext. 11212).
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the FNSBSD to comply with the requirements of FERPA.** FERPA.Complaints@ed.gov, or:

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



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The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA requires the Fairbanks North Star Borough School District (FNSBSD) to get written consent from a parent or "eligible student" (age 18 or older) before sharing any personally identifiable information (PII) contained in student records. **However, the FNSBSD may share "directory information" unless a parent or eligible student specifically requests to opt out of directory information disclosures.**

Release of Directory Information (*See School Board Policy 5125.1*)

Directory information means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

The Superintendent or designee may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters, government agencies, law enforcement, and relevant third parties to facilitate services to students. Directory information consists of the following:

- student's name, address, telephone number, electronic mail address (student and guardian)
- photograph
- date of birth
- participation in officially recognized activities and sports, weight and height of athletic team members
- dates of attendance and/or graduation
- grade level
- enrollment status and the most recent previous school attended
- honors and awards received
- scholarship eligibility

Directory information may not include a student's Social Security number or student identification number, unless the student identification number qualifies as an electronic identifier.

Directory information shall not be released regarding any student whose parent/guardian notifies the FNSBSD that such information may not be disclosed.

Parents/guardians and eligible students can indicate their preference to withhold consent for the disclosure of directory information in general and to military recruiters specifically by using the PowerSchool parent/guardian portal or by returning a paper opt-out form available upon request from the school.