COLORADO SPRINGS SCHOOL DISTRICT 11 ANNUAL NOTIFICATION OF PARENTS/GUARDIANS AND STUDENT'S RIGHTS CONCERNING STUDENT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act "FERPA" and Colorado law afford students over 18 years of age or attending college (eligible students) and parents/guardians of non-eligible students certain rights with respect to their student's education records. These rights are specified in more detail in applicable law and District policy JRA/JRC and are briefly summarized below.

A. **The right to inspect and review the student's education records.** A parent or adult student making such a request must submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or adult student of the time and place where the records may be inspected.

B. **The right to request an amendment to student education records that the parent or adult student believes is inaccurate, misleading or otherwise violates the privacy rights of the student**. A parent or adult student may ask the District to amend a record by writing to the school principal or appropriate school official clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. If the District decides not to amend the record as requested, the District will notify the parent or adult student of the decision and advise them of their right to a hearing regarding the request for amendment.

C. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.**

D. **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**. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

E. **The right to refuse the release of any or all of student information**. The District is permitted by law to disclose some student information without written consent of the parent or adult student. The parent or adult student has the right to refuse the release of student information if such refusal is received in writing in the office of the principal of the school where the student is in attendance (for juniors and seniors, see the deadline below for opting out of the military recruiter list). Information which may be released is the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, photographs, video and audio recordings made during school hours, school events, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

   To refuse the release of personal information, as defined above, please provide a written statement to the Principal's office of your school.

F. **The right to request that information not be provided to military recruiting officers.**

OPT-OUT FORM FOR DISCLOSURE OF INFORMATION TO MILITARY RECRUITERS

Names, addresses and home telephone numbers of eleventh and twelfth grade students will be released to military recruiting officers unless a written request that such information not be released is received by the District. Please use the District's Parent Portal or this form to request that the District refrain from releasing this information to military recruiting officers. All opt-out must be submitted by the last day of September of the current school year.

Please note, if you are in the twelfth grade opting out for the first time, your name was likely on the recruiter list provided to military recruiters during the previous school year. As a result, even if you opt-out this year, there is a chance you will be contacted by a military recruiter.

Please also note, once you submit an opt-out form or electronic agreement to opt-out, you will be permanently removed from the recruiter list, unless you make a specific request to opt back in.

[ ] As a parent, I request that my child´s name, address, telephone number and any other directory information not be released to any United States military recruiter.

Signature of parent/guardian_____

Student´s name_____

Date_____

[ ] As a student who is 18 years of age or older, or as an eligible student, I request that my name, address, telephone number and any other directory information not be released to any United States military recruiter.

Signature of student_____

Student´s name_____

Date_____

Please return this form to your school or mail to the address below by the last day of September of the current school year.

Colorado Springs School District 11
Records Management Center
1033 N. Franklin Street
Colorado Springs, CO 80903