

ANNUAL NOTICE ABOUT YOUR RIGHTS CONCERNING STUDENT RECORDS

Dear Parent/Guardian and Student:

State and federal law gives parents/guardians (and students over 18 years of age) certain rights concerning the student's school records. These rights are listed below.

1. You have the right to review your school records. To review your records, you should give the principal a written request listing the records that you want to see. The principal must allow you to review the records in a reasonable timeframe, not to exceed 45 days from receiving your request.
2. You have a right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.
3. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school official with a legitimate educational interest in a record has the right to access your records if they need the information to do their job.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons and/or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

4. You have a 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:

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

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

- * student name, photograph, home address, parent email address, parent phone listing, and date of birth
- * dates of attendance, grade level, major field of study, date of graduation, degrees, honors and awards received
- * the most recent previous educational agency or institution attended by the student
- * participation in officially recognized sports and activities
- * height and weight of athletic team members
- * video and/or audio recordings of students participating in officially recognized activities and sports

The primary purpose of directory information is to allow the school district to include this type of information in certain school publications such as an annual yearbook, a school drama or music program, honor roll or other recognition list, graduation programs, publications by or news about the district, sports activity sheets and programs, etc. Directory information may also be disclosed to certain organizations approved by the District, such as companies that market class rings, take student photographs, or publish yearbooks. In certain instances, directory information may be shared with the media in conjunction with news stories about the District and its schools.

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to such release.

If you do not want directory information released, you must inform the principal, in writing, within 20 days of receiving this notice. If you have informed a principal in previous school years that you do not want directory information released, you must provide a new notice of that intent each school year.

Finally, both parents/guardians have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school office.