

Parents'/Guardians'/Eligible Students' rights under FERPA and procedures to exercise these rights:

Parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the School District to comply with FERPA and its regulations.

It is the School District's policy to disclose personally identifiable information from student records, without consent, to other school officials within the School District whom the School District has determined to have legitimate educational interests. For purposes of this policy, 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 member of the Board of Education; 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 performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional responsibilities.

Upon request, the School District will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.

Personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.

The School District, at its discretion, releases directory information without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The Board directs that "directory information" include:

- a student's name
- parents' or legal guardians' names
- address
- telephone number
- dates of attendance
- photograph

Social security numbers or other personally identifiable information will not be considered directory information.

Upon request, the School District will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.

If a parent wishes to exercise the right to inspect, review and request amendment of student records, they must contact the building Principal.

Once the proper FERPA notification is given by the School district, a parent/guardian or eligible student will have fourteen (14) days to notify the School District of any objections they have to any of the "directory information" designations. If no objection is received, the School District may release this information without prior approval of the parent/guardian or eligible student for the release. Once the eligible student or parent/guardian provides the "opt-out," the opt-out will remain in effect after the student is no longer enrolled in the School District.

You may view the complete Student Records Policy No. 5500 on our website in Board of Education Policies (in the Board of Education tab).