

Annual Family Educational Rights and Privacy Act (FERPA) Notice of Parents' Rights

The Family Educational Rights and Privacy Act (FERPA) provides parents of students enrolled in District Schools with certain rights concerning their children's records. Those rights are explained in this Notice.

Persons acting in a parental relationship to a student may exercise the rights described in this Notice as if they were the child's natural parents. Either of the student's natural parents may exercise the rights described in this Notice regardless of who has custody, unless there is a legally binding document, such as a court order, which specifically revokes the FERPA rights of one or both parents. When a student turns 18, or starts attending an institution of postsecondary education such as a college, the rights of access and consent previously exercised by the student's parents become the rights of the student.

Your FERPA Rights

As the parent of a student enrolled in District schools, you have the following rights with respect to the District's records concerning your child:

You may inspect and review your child's records. In order to inspect and review the records, you should contact Mrs. Jan Jehring, Superintendent of Schools; arrangements will be made for you to inspect the records within 45 days of the request. If you would like copies of any of the records, you may obtain them by giving Mrs. Jehring a request that specifically identifies the records you want copied. The copies will be made within a reasonable time after your request is received; the District may charge a fee of \$.25 per page for making such copies.

You may seek amendment of your child's records if you believe they are inaccurate, misleading, or in violation of your child's privacy rights. If you believe your child's records are inaccurate, misleading, or in violation of your child's privacy rights, you should contact Mrs. Jehring to ask that they be amended.

The District cannot generally disclose personally identifiable information contained in your child's records to anyone outside the District without your consent. The District will disclose your child's records to employees and agents of the District only if they are providing educational services to your child, or otherwise need access to the information in those records in order to perform the work of the District. The District may also disclose your child's records to certain other agencies or entities, listed in the FERPA Regulations at 34 CFR 31, without your consent. A copy of 34 CFR 31 may be obtained from Mrs. Humiston, Superintendent's Secretary.

You should be aware that the District will forward your child's records to other educational agencies or institutions, including other school districts, in which your child seeks or intends to enroll,

or from which your child is receiving services, upon the request of the agency or institution. You may request a copy of any record, which has been sent to such an agency or institution, and you have the right to seek amendment of any such record in accordance with Section 2 of this Notice.

If you believe the School District has not complied fully with FERPA or its Regulations, you may file a complaint with the Federal Department of Education The address for filing a complaint with the Federal Department of Education is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605. Procedures for filing the complaint may be found in 34 CFR 99.64, a copy of which may be obtained from Mrs. Humiston in the Superintendent's Office.

You have the right to object to inclusion of information concerning your child in the District's Directory Information. The District may make certain Directory Information concerning all students available on request. You have the right to object to the inclusion of information concerning your child in the District's Directory Information. The Directory Information the District may make available may include any or all of the following: Name, address, telephone listing, place and date of birth, major field of study, dates of attendance, Degrees and awards received, most recent previous educational agency or institution attended and participation in officially recognized activities and sports, if your child participates on an athletic team, your child's weight and height may be included in Directory Information.

If you object to the release, as Directory Information of any or all of the above information concerning your child, you should inform Mrs. Beck, Guidance Counselor, in writing, of your objection on or before September 30th in any school year. If your objection is received after September 30th, it will become effective the next time, thereafter, that Directory Information is compiled, corrected or printed, but you should be aware that some Directory Information may, in that event, be disclosed before your objection can become effective.

You have the right to object to release of information concerning your child to military recruiters and institutions of higher education.

Federal Law requires that the District make the name, address, and telephone number of each high school student available to military recruiters and institutions of higher education, on request. If you do not wish information about your child to be made available to military recruiters and institutions of higher education, you should inform Mrs. Beck, Guidance Counselor, in writing, of your objection on or before September 30th in any school year. If your objection is received after September 30th, it will become effective the next time, thereafter; the District compiles information for that purpose.

NCLB Requirement – Parents Right To Know

As parents of a child or children in a school, which receives Title I monies, you have the right to information about the professional qualifications of your child's classroom teacher(s).

If you wish for more information, please contact Jan Jehring, Superintendent of Schools.