

Shelby Public Schools Annual Notification of Your Rights under FERPA

In accordance with the Family Education Rights and Privacy Act (FERPA), students' education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/guardian's prior written consent. The law, however, **does** allow schools to release student "Directory Information" without obtaining written consent, unless an Opt Out Form has been filled out and returned to the school.

The Board of Education of Shelby Public Schools has designated the following information as "Directory Information":

- 1) Student's Name
- 2) Participation in officially recognized activities and sports
- 3) Height and weight, if a member of an athletic team
- 4) Date of Graduation
- 5) Awards Received
- 6) Honor Roll
- 7) Scholarships
- 8) Photographs and/or videos of students participating in school activities, events, and/or programs.
- 9) School assigned e-mails, for the limited purpose of online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned e-mails shall not be released as directory information beyond this/these limited purpose(s) and to any person entity but the specific online educational service provider and internal users of the District's Education Technology.

FERPA permits an educational agency or institution to disclose, without consent, personally identifiable information from students education records only to school officials within the educational agency or institution that the educational agency or institution has determined to have legitimate educational interests in the information.

A school official includes a teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions may also be considered a school official provided that they are performing an institutional service or function for which the agency would otherwise use employees and is under the direct control of the agency or institution with respect to the use and maintenance of education records.

A legitimate educational interest includes the following: the information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement, the information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school, the information is relevant to the accomplishment of some task or to a determination about the student, and the information is to be used consistently with the purposes for which the data are maintained.

As a parent /guardian of a Shelby Public Schools student, you have certain rights regarding your child's education records:

- The right to inspect and review the student's education records maintained by the school;
- The right to request that a school amend the student's education records;
- The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under a certain permitted situation; and
- The right to file a complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA. U.S. Dept of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 or call 1-800-USA-LEARN (1-800-872-5327)

Annual Notice for Directory Information and Student Privacy Opt Out Form, 2017-2018

Office of the Superintendent
SHELBY PUBLIC SCHOOLS
MCL 380.1336

See Reverse Side for Annual Notification of Your Rights under the Family Education Rights and Privacy Act (FERPA), (RSC Act 451 of 1976 §380.1136)

DIRECTORY INFORMATION

Schools provide *directory information* for public listings such as honor roll, awards, and other notices in the newspaper or on the Shelby Public Schools website.

Directory Information includes the following items: student's name, participation in officially recognized activities and sports, height and weight if a member of an athletic team, date of graduation, awards received, honor roll, scholarships, photographs and/or videos of students participating in school activities, events, and programs.

If you do not want Shelby Public Schools to release your *directory information*, complete the information below and return this notice to your child's building.

You agree to the release of the *directory information*, unless this form is completed and returned to your child's school. This form can also be found on the Shelby Public Schools website. If you need to change your decision at a later date, please contact your child's school directly, or print a new form from our website.

This form must be completed each year.

Request to Withhold Directory Information for the 2017-2018 School Year

Choose ONE of the following categories:

- Please **do not** release any directory information. (See definition above)
- Please **do not** release the following **part or parts** of directory information. (check all that apply)
 - Name
 - Photograph
 - Other (specify): _____

EXCEPTIONS TO WITHHOLD REQUEST (MARKED ABOVE):

- Release for Honor Roll
- Release photo for yearbook
- Release for Student of the Month/School Website

Students Name: _____ Grade: _____

School: _____

Parent/Guardian/Eligible Student Signature _____

Date ____/____/____