

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and Ohio Law require the School to protect the privacy of student records.

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202

4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Disclosures permitted without consent

While the School generally must obtain your written consent prior to disclosing PII from your child’s education records, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School otherwise.

The primary purpose of directory information is to allow the School to include directory information from your child’s education records in certain school publications. Examples include: the annual yearbook, Honor roll or other recognition lists, and Graduation programs.

Directory information may be disclosed to outside organizations without a parent’s prior written consent. Directory information shall not be released to any person or entity for a profit-making purpose or activity.

The School has designated the following information (denoted by “X” marks) as directory information:

Name		Major Field of Study		Honors & awards
Address		School Related Publications		Weight & Height of Athletic Team Members
Telephone Number		Grade Level		Enrollment Status
Email Address		Dates of Attendance		Student Directory
Photograph		Date of Graduation		yearbook
Date/Place of Birth		Sports & Activities		Student ID number, user ID, or other unique identifier (excluding a SSN)

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by within ten (10) days of receiving this notice. Notice in writing may performed by completing this form.

Additionally, FERPA and Ohio law authorize disclosure of PII in certain instances without consent.

The School may release PII to School Officials having a legitimate educational interest in the information. A “School Official” is a person or entity:

1. duly appointed to the Governing Authority;

2. licensed by the state and appointed by the School to an administrative or supervisory position;
3. licensed by the state and under contract to the School as an instructor;
4. employed by the School as a temporary substitute for administrative, supervisory, or teaching personnel for the period of his/her performance as a substitute; or
5. employed by, or under contract to, the School to perform a special task such as a secretary, a treasurer, School attorney, or auditor for the period of his/her performance as an employee or contractor.

In addition, a “School Official” is a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions (such as a therapist, translator, or approved online/technological service provider) if such official: (1) performs an institutional service or function for which the School would otherwise use employees; (2) is under the direct control of the School with respect to the use and maintenance of education records; and (3) abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School Officials who meet the criteria listed above have access to a student’s records if they have a legitimate educational interest in those records. A “legitimate educational interest” is the person’s need to know in order to perform: (1) an administrative task required in the school official’s job description approved by the School; (2) a supervisory or instructional task directly related to the student’s education; or (3) a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.

School Officials may obtain access to only those education records in which they have legitimate educational interests. Physical and technological access controls to records shall exist to ensure that access to education records is effective and in compliance with the legitimate educational interest requirement.

- The School may also release PII without parental/student permission under the following circumstances: To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer;
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Ohio Department of Education, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, as permitted by law;
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by Ohio law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released;
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.;
- To accrediting organizations to carry out their accrediting functions;
- To parents of an eligible student if the student is a dependent for IRS tax purposes;
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met;
- To appropriate officials in connection with a health or safety emergency, as permitted by law;
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with Ohio or tribal law, for the care and protection of the student in foster care placement; and
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

The School must disclose each the name, address, and telephone listing of students age 18 or older to the U.S. military upon request for recruitment purposes, unless the parent or eligible student notifies the School in writing that such information may not be released.

Note: this form should only be completed if you want to opt out of the School's Directory Information. If you wish for the School to include your child's directory information, do not complete and return this form.

I, _____ (parent's name) do not want my student's directory information used without my permission.

Name of Student: _____ Date: _____

Parent/Guardian Signature: _____

Request and Consent for Release of Records

If the student is under the age of 18, the student's parent/guardian must complete this form.

Student's Full Name _____ Date of Birth _____

Address _____

Telephone _____ E-Mail _____

My relationship to the Student is: (Please "X" the appropriate box)

<input type="checkbox"/>	I am the parent/guardian/custodian of the student & the student is under the age of eighteen (18).
<input type="checkbox"/>	I am the student and am eighteen (18) years of age or older.

Release the following records: (Please "X" all that apply)

<input type="checkbox"/>	Academic Transcripts	<input type="checkbox"/>	Health Records
<input type="checkbox"/>	Attendance Record	<input type="checkbox"/>	Psychological /Test Results
<input type="checkbox"/>	Standardized Test Results	<input type="checkbox"/>	Disciplinary Records
<input type="checkbox"/>	IEP/ Special Education Records	<input type="checkbox"/>	IEP/Special Education Records
<input type="checkbox"/>	Ohio Proficiency Test Results	<input type="checkbox"/>	

The above records may be released and/or used by the following individual or organization:

Name: _____ Phone: _____

Mailing Address: _____

State the reason(s) for disclosing the records: _____

I authorize the School to release the records as indicated above. I understand that I am not required to release these records. I understand that if copies of the above records are released to the above parties, the School is relieved of the confidentiality of those records.

Signature: _____ Date _____

REGISTRAR - PLEASE COMPLETE & RETURN TO REQUESTOR

The Above Records Request was: (mark all that apply)

<input type="checkbox"/>	Completed on ____ (date) and was sent via: _____
<input type="checkbox"/>	Not completed because: _____.
<input type="checkbox"/>	Other: _____.

Registrar: _____ Date _____

Confidential & Public Records

With reasonable notice, the School will allow any person to inspect the School's public records. Inspections are to be conducted during the office's regular business hours and in the presence of an employee or representative of the School. Original records may not be removed unless authorized.

Public Record is defined to be consistent with Ohio Revised Code 149.43.

Copies of the records are available for a fee. The fee is limited to the cost of the copies.

The School shall treat as confidential all records from state agencies that are treated as confidential. The information shall be held as confidential unless directed by law or court.

Ohio: R.C. 149.43.

Cross Reference: Policy No. **1741**, Public Records Access Policy; Policy No. **1742**, Internet Public Record Redaction Policy; Policy No. **1743**, Retention, Management, and Disposal of Records; Policy No. **3831**, Student Records and Release of Information; Policy No. **3833**, Tracking Missing Children; Policy No. **5810**, Personnel Records File.