

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.

As a parent you, or your child—if your child is 18 or older—has the right to inspect and review the student’s education records, request that the School correct records, and provide written permission to release student records. All requests to inspect, review, and release are to be done in accordance with the School’s policies.

While the School generally must obtain your written consent prior to disclosing personally identifiable information 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. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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 personally identifiable information in certain instances without consent. These exceptions include:

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- appropriate parties in connection with financial aid;
- state and Federal Officials for purposes of audits and law enforcement investigations;
- in response to court orders and subpoenas;
- military recruiters unless the parent requests in writing that the School not release the student's information;
- anti-terrorism purposes;
- cases of missing children;
- Ohio Department of Education requests; and
- the School's Sponsor.

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 1741, Public Records Access Policy; Policy 1742, Internet Public Record Redaction Policy; Policy 1743, Retention, Management, and Disposal of Records; Policy 3831, Student Records and Release of Information; Policy 3833, Tracking Missing Children; Policy 5810, Personnel Records File.