

PARENTS' RIGHTS: DIRECTORY INFORMATION & FERPA NOTIFICATION

Dear Parent(s)/Guardian(s),

The Northgate School District is required each year to provide you with a notice of your rights with respect to your child's educational records. The purpose of this letter is to advise you of the types of information that may be disclosed to the public throughout the course of the school year. Furthermore, this letter advises you of your right to review your child's educational records pursuant to the Family Educational Rights and Privacy Act. Should you have any questions regarding the information contained herein, please feel free to call my office.

Directory Information:

During the course of the school year, information relating to Northgate students may be disclosed to individuals and/or the media. For example, individual and/or group interviews, photographs or videos of the students may be taken for use by the District in various publications, or for use in local newspapers. This publicity provides the community with information about various school programs and achievements.

The District may also disclose additional Directory Information relating to students for various reasons such as military recruiters, post-secondary institutions and potential employers throughout the school year without prior parental consent. "Directory Information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and the most recent previous educational agency or institution attended. Interviews, photographs and videos, as described above, are also considered to be Directory Information. Directory Information does not include disciplinary information, medical records, evaluation records, grades, special education records, or other information which would be considered private in nature.

You have the right to refuse to let the District release Directory Information pertaining to your child. If you refuse to permit the District to release any or all Directory Information pertaining to your child, your objection must be in writing. Telephone calls or voice messages will not be sufficient. Should you desire to exercise this right, please write a letter indicating your objection or return the enclosed form to your building Principal's office. If you do not return the form or provide other written objections, Directory Information as identified above may be released.

Family Educational Rights and Privacy Act:

In addition to the right to refuse the release of Directory Information, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain additional rights with respect to the student's education records. These are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal (or school official) 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 Northgate School District to amend a record that they believe is inaccurate or misleading should write the school Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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 provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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); person

serving on the School Board; 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 in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

Should you have any questions or concerns regarding your rights as a parent/guardian, please contact: Laura Hartzell, Coordinator of Special Services, 412-732-3300 ext. 2000.

RETURN FORM

Return Form To Your Child's Building Principals Office

I have reviewed the Parental Notification of Rights Letter and request that the following Directory Information relating to:

(Print Name of Student) (Grade) (Building)

(Print Name of Student) (Grade) (Building)

(Print Name of Student) (Grade) (Building)

not be released to any member of the public without my prior written consent, except as may be otherwise required or permitted by law.

Directory Information which is **NOT** to be released includes:

- () All Directory Information, **OR**
- () The following Directory Information:

(Please check those items which you refuse to permit the District to release.)

- () student's name
- () address
- () telephone listing
- () electronic mail address
- () photographs
- () grade level
- () participation in officially recognized activities and sports
- () weight and height (if a member of an athletic team)
- () degrees and awards received
- () the most recent previous educational agency or institution attended
- () student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access
- () date and place of birth
- () major field of study
- () interviews
- () dates of attendance
- () videotapes

education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose).

Date: _____, 20____ Signature: _____

Printed Name: _____