

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT:

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Tecumseh Public School District receives the 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 will make arrangements of access and notify the parent or eligible student of the time and where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Tecumseh Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information" and it will disclose that information without prior written 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 Tecumseh Public School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the Tecumseh Public School 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 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 educational record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of record requests unless it states in its annual notification that it intends to forward records upon request).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Tecumseh Public School District with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-460

5. Copies of the complete FERPA Policy may be obtained by contacting Julie McCormick, Director of Special Services, at 598-3739.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT: (Cont.)

The following educational records are maintained by Tecumseh Public Schools in the following locations:

<u>Record</u>	<u>Location</u>	<u>Person Responsible</u>
1. Health Records	Individual Buildings	Principal
2. Permanent Grades (Transcripts)	Individual Buildings	Principal
3. Confidential Special Education Records	Individual Buildings	Principal
4. Permanent Records (Transcripts)	Individual Buildings	Principal
5. Attendance Registers (Current)	Individual Buildings	Principal
6. Attendance Registers (Previous Years)	Board of Education	Superintendent

The Tecumseh Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and will disclose that information without prior written consent:

1. The student's name
2. The names of the student's parents
3. The student's photograph
4. The student's date of birth
5. The student's class designation (i.e., first grade, tenth grade, etc.)
6. The student's extra curricular participation
7. The student's achievement awards or honors
8. The student's height and weight of a member of an athletic team
9. Information to military recruiters
10. Education records to officials of another district in which the student seeks or intends to enroll

FERPA permits the disclosure of PII (Personal Identifying Information) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a) (1) (i) (B) (1) - (a) (1) (i) (B) (2) are met. (§99.31 (a) (1))
- 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, subject to the requirements of §99.34. (§99.31 (a) (2))
- 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 State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, 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. (§§99.31 (a) (3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary 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. (§99.31 (a) (4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the

system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31 (a)(5))

- 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. (§99.31 (a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31 (a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31 (a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31 (a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31 (a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31 (a)(11))