

## FERPA Notification

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

- (1) The right to inspect and review the student's education records within 45 days of the day the Viborg-Hurley School receives a request for access. Parents or eligible students should submit to the school administration a written request that identifies the record(s) 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 student educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students should write the school administration, 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.
- (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. 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 personnel); a 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, therapist, psychologist or test examiner, 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.
  - a. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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.

## Public Notification for Release of Directory Information for Public Schools:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Viborg-Hurley School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Viborg-Hurley School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Viborg-Hurley District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Viborg-Hurley School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in the drama production,
- The annual yearbook,
- The honor roll or other recognition lists,
- Graduation programs,

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with the three directory information categories – names, addresses, and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the Viborg-Hurley School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup> of each academic year. The Viborg-Hurley School District has designated the following information as directory information:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's electronic mail address
5. The student's photograph
6. The student's date/place of birth
7. The student's major field of study
8. Dates of the student's attendance
9. The student's grade level
10. The student's participation in officially recognized activities and sports
11. The weight and height of the student
12. Degrees, honors, and awards received by the student
13. The most recent educational agency or institution attended.

Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Viborg-Hurley School District at 766-5418, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.