

## **ANNUAL NOTIFICATION REGARDING PARENTS' RIGHT OF ACCESS TO STUDENT RECORDS**

Each year, parents and students need to be reminded of the student records policy of the May-Port CG School District. Parents of students or 18 year old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel and parents may have copies of the records for the cost of copying.

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of the May-Port CG School District to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parental consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Parents who have questions or concerns about the student record policy may direct them to the building principal, the superintendent, or the U.S. Office of Education. Parents have the right to file a complaint with the Office of Education regarding alleged violations of the Family Educational Rights and Privacy Act.

Also, federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. The May-Port CG Public School District identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information released, please complete the accompanying form and return within ten (10) school days. If we do not receive your notice by that date, we will assume that you have no objection to release of such information. We believe that it is in the student's best interest to have such information released in school and community newspapers because of recognition it gives them. We make every reasonable effort to protect our student's privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without a good reason. Therefore, most parents do not restrict the release of directory information.

**\*\*\*By signing below, you indicate that you do not wish your child's name or picture used in any way. This includes yearbooks, composite pictures, activity or program bulletins, newsletters, bulletin boards, honor roll, etc.**

To building principal of the May-Port CG School District:

I DO NOT, with "Directory Information" as defined by the May-Port CG School District's record policy, wish the information of my child(ren), \_\_\_\_\_

to be released from school records without my prior written consent. I understand this will exclude my child's name from parent organizational mail lists, the school annual and newspaper, commencement programs, publication of honor rolls, and other school information about students in the public media.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_