

MARYETTA SCHOOL

LORI MEANS SUPERINTENDENT

470819 E. 810 Rd

Stilwell, OK 74960

Phone: 918-696-2285 Fax: 918-696-6746

Maryetta Schools District #22 Annual Notification of FERPA Rights

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 education records. They are:

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 will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student's privacy rights.

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.

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 unit 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, 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 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 United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605

CHILD FIND NOTICE

Maryetta Public Schools is maintaining an ongoing Child Find search to locate, identify, and evaluate any child with an established or suspected disability. Child Find efforts include all individuals ages 3-21 not enrolled in school, as well as those who attend public and private schools, Head Start, state institutions, and other child care or treatment facilities. Children not of school age must reside in the boundaries of Maryetta Public Schools to be included in the child find efforts.

Maryetta Public Schools has established and maintains a comprehensive screening and multidisciplinary referral, evaluation, and eligibility process for the identification of children with suspected disabilities. Child Find activities contain a mandate for public awareness of contact, location, and established screening procedures. Information regarding evaluation procedures is available at no cost to parent/guardian upon request by contacting Maryetta Public Schools, 470819 E. 810 Rd, Stilwell, Oklahoma, 74960. Phone contact is available at (918)696-2285, extension 2036.

As mandated by the Oklahoma State Department of Education, Maryetta Public Schools is required to fully inform parents that information is maintained on all children who are referred and evaluated under the provisions of Child Find. This information may include but is not limited to parent concerns, developmental, adaptive behavior, socio-cultural, health/medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational, and information gained through observations in the classroom or other environments.

It is the responsibility of Maryetta Public Schools to inform parents/guardians of their rights under the Federal Education Rights and Privacy Act (FERPA).

Should you have any questions, please contact Sherri Workman at (918)696-2285, extension 2036.