

Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD 482. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unity personnel); 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 or duties.
 - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 482 has failed to comply with FERPA's requirements. Write to: 400 Maryland Ave. S.W. MES, Room 4074, Washington, D.C., 20202-4605.
5. The right to obtain a copy of Unified School District No. 482 policies for complying with FERPA. A copy may be obtained from: Superintendent.

Directory Information:

For purposes of FERPA, USD 482 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs. You have a right to refuse to permit the designation of the above information as directory information. If you refuse, you must file written notification to this effect with USD 482 by 10 days after the first day of attendance. If a refusal is not filed, USD 482 assumes that there is no objection to the release of the directory information designated.

Recruiting information:

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

"I request that the above described directory information NOT be released without my prior consent."

Name of Student, Attendance Center _____

Signature of Parent/Guardian _____

Address _____

Date _____

Nondiscrimination Statement

The USD 482 is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment for any reason. Discrimination on the basis of race, color, religion, sex, age, national origin or disability is prohibited by federal statutes and district policy. Discrimination on the basis of sexual orientation, gender identity, socioeconomic status or physical characteristics is prohibited by district policy. All policies of the Board of Education shall be enforced in compliance with this policy. Persons desiring additional information about this policy may contact Superintendent.