

UNIFIED SCHOOL DISTRICT #407
Procedures in Educational Record Management
Family Educational Rights and Privacy Act (FERPA)
(Annual Notice)

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. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official 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 the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 privacy of personally identifiable information 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 School 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 School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply 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
400 Maryland Avenue, SW
Washington, DC 20202

Types of Educational Records Maintained: The types of education records regularly maintained and directly related to each student includes the following: personal data and family background information; medical and health information; date of school entry; grades; transcripts from previous schools attended; school-wide test results; school activities; and attendance.

Directory Information: Schools may disclose, without consent, "directory" information such as a student's name, address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards; most recent educational agency or institution; dates of attendance; student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.). If you believe that any or all of the above directory information should not be released without your prior consent, please respond in writing within 10 days to the Superintendent or record custodian.

Destruction of Records: Special education records will be destroyed after seven (7) years following program completion or graduation from high school, unless the student (or the student's legal guardian) has taken possession of the records prior to that time.

Record of Request for Access: The record custodian of said records will maintain a record of each records file, of those persons, agencies, or organizations who have had access thereto. This record will indicate the legitimate educational or other interest that each said person, agency, or organization had in seeking said educational records and the date access was given to said person(s). The record is available to parents upon request. A list, which is available to parents, is kept in USD 407 office as to the types and locations of data that is maintained for special education students.