

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

(Mr.) (Mrs.) (Ms.) (Miss) _____ is the Custodian of Records and is responsible for the supervision of student records at the school. (His) (Her) office is located at _____ or s/he can be reached by calling _____.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. sign a written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information (including name, address, and phone number, regardless of the District's definition of student directory information) to be accessible to official recruiting representatives of the armed forces or institutions of higher learning, then the officials of the school shall not allow that access to the student's directory information. The Board shall notify students, parents, and guardians of the opportunity to deny release of directory information. The election will remain until revoked in writing (see Form 8330 F13).
- F. file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202 - 4605.
- G. obtain a copy of the District's Policy 8330 and AG 8330 on student records.

The District has established the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days from the date of this notification that s/he will not permit distribution of any or all such information.

2/04
3/06