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, and eligible student who is eighteen (18) years of age or older, and those authorized by Federal and State statutes and regulations, School Board policy and School Corporation administrative guidelines.

A parent or eligible 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 eligible student of the time and place where the records can be inspected.

B. request amendments if the parent or eligible 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 eligible 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 Corporation 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 eligible 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. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.

F. obtain a copy of Board Policy 8330 and AG 8330 on student records.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

A. to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of 34 C.F.R. 99.34.

B. to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Indiana Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

C. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

D. to organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.

E. to accrediting organizations to carry out their accrediting functions.

F. to parents of an eligible student if the student is a dependent for IRS tax purposes.

G. to comply with a judicial order or lawfully issued subpoena.

H. to State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties.

I. to appropriate officials in connection with health or safety emergencies

J. information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.

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

(REFER TO BOARD POLICY 8330 FOR THE INFORMATION THE BOARD HAS DEFINED AS DIRECTORY INFORMATION, WHICH IS ALSO DESIGNATED BELOW.)

Each year the Corporation 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 has designated as student "directory information": a student's **[ ]** name; **[ ]** address; **[ ]** telephone number; **[ ]** date and place of birth; **[ ]** e-mail address; **[ ]** photograph; **[ ]** major field of study; **[ ]** grade level; **[ ]** participation in officially-recognized activities and sports; **[ ]** height and weight, if a member of an athletic team; **[ ]** dates of attendance; **[ ]** date of graduation; **[ ]** type of diploma awarded; **[ ]** awards received; **[ ]** honor rolls; **[ ]** scholarships; **[ ]** _____**.**

The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or eligible student notifies the School in writing within _____ days **(refer to Board Policy 8330)** from the date of this notification that s/he will not permit distribution of any or all such information.

( ) Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

NOTICE OF RESTRICTION TO RELEASE DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by Federal Law. (10 U.S.C. 503, 10 U.S.C. 9528, 20 U.S.C. 7908, and 34 C.F.R. Part 99) A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student's sophomore year in high school. (10 U.S.C. Section 9528)

RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION

Any parent or student who believes that the School Corporation has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) with regard to student records, may file a complaint directly with the following:

Family Policy Compliance Office
U.S. Department of Education,
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605.

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