

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 law and Corporation regulations.

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 the Corporation's Policy 8330 and AG 8330 on student records.

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

**(REFER TO POLICY 8330 FOR THE INFORMATION THE CORPORATION HAS DEFINED AS DIRECTORY INFORMATION.)**

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 designates as student "directory information":  a student's name;  address;  telephone number;  date and place of birth;  photograph;  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;  \_\_\_\_\_.

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 Policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information.

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 are required by State law. (IC 20-10.1-29-3) 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.

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.