



Notification of Rights Under the Family Educational Rights and Privacy Act

This notice serves to advise you of your rights with respect to the school records relating to your children (under 18 years of age) or eligible students (18 years of age or older) pursuant to the Family Education Rights and Privacy Act of 1974 (FERPA). These rights are:

1. Parents or eligible students, have the right to inspect and review any and all of the student's educational records within forty-five (45) days of the day the School receives a written request for access. The parent or eligible student should submit a written request identifying the records they wish to inspect to the School Principal or an appropriate school official. 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. Parents or eligible students have the right to request the amendment of the educational record if they believe the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The parent or eligible student should submit a written request to amend to the School Principal or appropriate school official. The request should identify the part of the record they want changed and specify the reason for the change. If the School decides not to amend the record as requested, the parent or eligible student will be notified and advised of their right to a hearing regarding the request. Information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Student records and any material containing personally identifiable information are confidential and may not be released or made available to persons other than parents or students without the written consent of the parents or student. Exceptions to this rule are the following: school officials and staff employed by the School; a person serving on the School Board; or a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official who has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Objection to Release of Directory Information Designations

The Enlarged City School District of Middletown (ECSDM) may disclose appropriately designated "directory information" without written consent. Directory information (student's name, address, telephone listing, and photograph) or information generally not considered harmful or an invasion of privacy. The primary purpose of the directory information is to allow ECSDM to include this type of information from the student's records in certain school publications such as school production programs, annual yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets including weight and height of team member.

In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide Military Recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listing unless the parent/eligible student has advised the LEA that the student's information shall not be disclosed without parental written consent. An eligible student under the ESEA and National Defense Authorization Act is defined as a student who is seventeen (17) years of age or older or in the 11th grade or higher.

You may note your objections to the release of directory information without prior written consent by completing this form and returning it to the School Principal.

_____ Please do not release directory information without my prior consent.

Name of Student _____

Name of Parent or Eligible Student _____

Signature of Parent/Guardian or Eligible Student

Date