

POCATELLO/CHUBBUCK SCHOOL DISTRICT
Rights with Respect to Student Educational Records (FERPA)

August 2007

Dear Parents/Guardians/Adult Students:

Principals are responsible for maintaining all student records in accordance with federal law, the Family Educational Rights and Privacy Act (FERPA). FERPA dictates matters such as confidentiality, rights and annual notification regarding student educational records.

Education records include all records and data directly related to a student. Generally speaking student records are maintained in a student's cumulative file. Other student records may be maintained outside the cumulative file. Examples include but are not limited to the following:

- Special education records
- Supplemental reports
- 504 plans
- Discipline record
- Health related information

This letter serves as annual notice to parents/guardians/adult students (18 years old) of rights with respect to student education records as provided by the FERPA. These rights include the following:

- To inspect and review a student's education records maintained by the school within 45 days of receipt of the written request. Requests are to be submitted to the senior custodian, who is the building principal. (A form requesting to review a student's records is available in the school office.) Schools are not required to provide copies of records unless for reasons such as great distance, it is impossible for parents or adult students to review the records. Schools may charge a fee which may adjust annually to make copies of education records for parents/guardians/adult students.
- To request that a school amend (challenge/change and expunge) records which parents/guardians believe to be inaccurate or misleading. If the senior custodian decides not to amend the record, the parent/guardian/adult student then has the right to appeal that decision to the Superintendent/designee. If the Superintendent/designee decides not to amend the record, the parent/guardian/adult student may appeal that decision to the Board of Trustees as a formal hearing. After the hearing, if the Board of Trustees decides not to amend the record, the parent/guardian/adult student has the right to place a statement in the student's education record setting forth his or her view about the contested information.
- To consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR 99.30 and 99.31). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate need to know educational interests (such as the student's teacher(s), counselor, principal/assistant principal, supervisor, nurse, the school board, a contracted professional who is providing services, or a parent/student serving on an official committee like a discipline committee or assisting another school official in performing work).

This letter serves as notice that the Pocatello/Chubbuck School District in accordance allows schools to disclose without consent student education records to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate, need to know educational interest to which no record of access must be kept
- Other schools to which a student is transferring

- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

In accordance with FERPA, the Pocatello/Chubbuck School District does disclose Directory Information from student education records without consent. Hence, this letter serves as annual notification of the types of information the District has designated as Directory Information and your right to opt out of disclosure of Directory Information. Director Information in this District is considered the following:

- Student name
- Parent name
- Student age
- Student grade
- Dates of attendance
- Previous school attended
- Student semester grade point average (GPA)
- Honor roll, honors and awards
- Student photograph
- Student participation in a curricular or extracurricular activity
- Student weight/height/uniform number.

A form with regards to non-disclosure of Directory Information is included in this mailing for you to complete and submit to the school's office designating any opt-out of non-disclosure.

The Pocatello/Chubbuck School District shall not disclose other information about students without parent/eligible student consent. Examples of non-disclosure include the following:

- Student address
- Student/parent phone number(s)
- Birth date or place.

This letter also serves as notice that parents/guardians/adult students have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the Pocatello/Chubbuck School District 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 Ave. SW
Washington, DC 20202-5920

If you have any questions about any of this information with respect to student education records, please contact me at 208-_____.

Sincerely,

Ms. Sheryl Brockett
Principal, Alameda Center