

Please read the following information related to school directories:

The Family Educational Rights and Privacy Act (FERPA) Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the record as requested by the parent or eligible student, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board who is acting within his or her capacity as a School Board member; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The school district also discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or educational agencies that provide educational services to students, such as Educational Service Districts, when requested by such school or agency. The district may also release information that is necessary to deal with a health or safety emergency to law enforcement, child protective services, health care professionals, and other appropriate parties. A "health or safety emergency" includes but is not limited to kidnap, abduction, custodial interference, and child abuse or neglect. Finally, certain state and federal officials have access to student records. The District maintains a record of the access of these officials to students' records.



► **NOTE: Please carefully read the following important information regarding the school's use of "Directory Information."**

4. The District does disclose "directory information" without written consent, unless you have advised the school to the contrary (see below). The primary purpose of directory information is to

allow the District to include this type of information from your child's education records in certain school publications or to entities that provide school related services. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members;
- School directories published by parent-teacher associations.



Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies such as those that manufacture class rings or publish yearbooks, companies that produce school photographs, or charitable organizations. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.



If you do not want Tigard-Tualatin School District to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing within 15 days of receiving this information.

Tigard-Tualatin School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Tigard-Tualatin 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 Avenue, SW
Washington, DC 20202-4605