

STUDENT RECORDS

Notice to Parents and Students of Rights Under the Family Educational Rights and Privacy Act of 1974

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this Act:

1. You are entitled to inspect and review your child's school records upon request. This request should be directed to the custodian of school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
2. The school district will follow the following procedures in granting access by parents to students' records: Parents may request, during school hours, access to their students record by contacting the building principal or elementary coordinator. All records relating to a student's vitae, academic progress, grades, achievement and test scores, behavior, etc., are housed in the administration office of each school. Psychological records and records of special education students are maintained in the office of the director of elementary education and special education services.
3. The parent's right of access shall include:
 - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children;
 - b. The right to inspect and review the content of those records in the presence of the custodian of the records;
 - c. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies;
 - d. The right to a response from the district to reasonable requests for explanations and interpretations of those records;
 - e. The right to an opportunity for a hearing to challenge the content of those records; and
 - f. If any material or document in the education record of a **student** includes information on more than one student, the right to inspect and review only such part of material or document as relates to such student or to be informed of the specific information contained in such part of such material.
4. Amendment of Records and Hearing: You have the right to request an amendment to a record or request a hearing in order to:
 - a. insure records are not inaccurate, misleading, inappropriate, or violation of the privacy of the student and,
 - b. insert into the record a written explanation respecting the content of the record.

5. Disclosure of Personally Identifiable Information

With certain exceptions, personally identifiable information from the education records of a student, other than directory information, is not released without the written consent of the parent or eligible student. The written consent must be signed and dated by the parent or eligible student and must include the specific records to be released, the purpose of the disclosure and the party to whom the disclosure is made.

Written consent is not required if the disclosure is to any of the following:

- a. School officials, including teachers, who have been determined to have legitimate educational interest.
 - b. Officials of other schools or school systems in which the student has enrolled or intends to enroll. Records are forwarded upon request of these officials. You also have the right to receive a copy of the records, if desired, and have an opportunity for a hearing to challenge the content of the records.
 - c. Student's application for a receipt of financial aid.
 - d. State and local officials or authorities to which information is specially required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
 - e. Accreditation organizations, specific governmental organizations, and organizations conducting special research.
 - f. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other individuals.
 - g. Personally identifiable information may be released in compliance with a judicial order to lawfully issued subpoena if the school makes a reasonable effort to notify the student's parents or the eligible student of the order or subpoena in advance of compliance.
6. The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency, or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.

7. Directory Information

School District #1 has designated the following information as directory information:

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| - Student's name | - Participation in officially recognized activities and sports |
| - Address | - Weight and height of members of athletic teams |
| - Telephone listing | - Degrees, honors, and awards received |
| - Electronic mail address | - The most recent educational agency or institution attended |
| - Photograph | - Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) |
| - Date and place of birth | |
| - Major field of study | |
| - Dates of attendance | |
| - Grade level | |

This information is considered public information which may be released by the school district without your prior consent. You have 10 days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.

8. When your child becomes 18 years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records.
9. You have the right to file a written complaint with the Family Educational Rights and Privacy Office (FERPA), Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201, of alleged violations of this act by the school district.

Revised: 7/16/14

School District #1, Sweetwater County, Wyoming