

## ATTACHMENT A



# SPRINGFIELD SCHOOL DISTRICT ANNUAL RELEASE OF FERPA STATEMENT Family Educational Rights and Privacy Act

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. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] 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 records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Springfield School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 District 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; a person or company with whom the District 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.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605

### RELEASE OF DIRECTORY INFORMATION

The District has declared the following information as "directory information" as provided in FERPA and such directory information related to students may be made public if the information is in any of the following categories:

Student's name, address, telephone listing, photograph, e-mail address;  
Date and place of birth;  
Major field of study;  
Participation in officially recognized activities and sports;  
Weights and heights of members of athletic teams;  
Dates of attendance;  
Degrees and awards received;  
The most recent previous educational agency or institution attended by the student

A parent of the student currently enrolled (or a student over eighteen years of age) has the right to refuse to let the District designate any or all of the above types of information about that student as directory information. To take advantage of that right the parent (or eligible student), must notify the principal of the school he/she attends within 20 days of receiving this notice that he/she does NOT want any or all of those types of information about the student designated as directory information

Under no circumstances shall directory information be disclosed to a private profit making entity other than employers, prospective employers, and representatives of the news media. Based on its determination of the best interest of the student, the District may limit or deny release of specific directory information to anyone including any public or private nonprofit organization.