

NOTICE OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 outlined below:

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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are 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 by the superintendent or designee 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 interest. 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 attorney, auditor, medical consultant, or therapists); or 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 educational record in order to fulfill his or her professional responsibility. Upon request, Ash Grove R-IV schools 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 Ash Grove R-IV Schools 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 S.W.
Washington, DC 20202-4605

5. The federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on a child be released by the District to anyone who requests it unless the parent or eligible student objects in writing to the release of any or all of this information. In order to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name address, and telephone listing of students, unless the parent or eligible student directs the District to not release this information without prior written consent. This objection must be filed with the principal's office within ten school days of the first day of instruction for this school year.

Directory information includes:

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| 1. Name | 8. Dates of Attendance |
| 2. Address | 9. Grade Level |
| 3. Telephone Listing | 10. Enrollment Status |
| 4. Date and Place of Birth | 11. Honors and Awards Received |
| 5. Photograph | 12. Previous School(s) Attended |
| 6. Participation in School Sponsored Activities and Sports | 13. E-mail address |
| 7. Weight and Height of Members of Athletic Teams | |

If you chose to exercise your right to limit release of this information, please mark through the items of the directory information listed on the form, directing the District to **not** release such information without prior written consent.

Student Signature

Parent/Guardian Signature