

## **MODEL NOTIFICATION OF RIGHTS UNDER FERPA 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 school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official 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 school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 rights to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except 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; 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 legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school 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

Parents/Guardians can also request that no information be disclosed about their child/ren. If interested, they need to do this in writing at the beginning of each school year and submit to the building secretary.

### **PUBLIC NOTICE**

Each year, all school districts in the state conduct an intensive awareness campaign in accordance with the Individuals with Disabilities Act. At this time we are trying to identify children with disabilities who live within the boundaries of our school district, birth through age 21, who may be in need of special education services.

Students who have disabilities may have one of the following conditions: autism, deafness, blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, and/or visual impairment.

Your public school offers evaluation for all children with suspected disabilities, birth through age twenty-one, and education for all children with disabilities, ages three through twenty-one. If you know a child who is suspected of having a disability, please contact your local school building and someone from the district will contact the parent and attempt to inform them of their rights.

## **ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES**

### STUDENT RECORDS

The Board of Education has adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the Records Officer in each building

Each student's record will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include Board members, those in administrative or supervisory positions, teachers and those under contract as instructors, substitutes, and those employed by the Board under contract to the Board to perform certain special tasks. An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records ("COR) (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the educational records of other students. If there is a valid reason why a parent or student cannot personally inspect and review a student's educational records, or if the parent or student specifically requests copies of educational records, the COR may arrange for copies of the requested records to be delivered to the parent or student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should immediately ask the COR to correct the record. If the record is not changed to the parent's or student's satisfaction or if the COR informs the parent or student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or student will be asked to submit a written statement indicating the basis for his/her request for a change. This written statement will initiate the review process which may ultimately result in a hearing on the matter before a hearing officer and a final decision by the Superintendent. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.
- C. consent to disclosures of personally identifiable information contained in the student's educational records, except to those disclosures allowed by the law. The school's AG 8330 describes those exceptions and is available upon request.

- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing.
- E. obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

The Board designates student "directory information" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories.

The Board will make the above information upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within five (5) days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act, may file a complaint directly with the Family Education Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, DC 20201 or contact Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at 614/873-5621 for assistance and information.

## **GIFTED STUDENTS**

Every year Jonathan Alder identifies students in grades K-12 who may be gifted in one or more of the following areas: superior cognitive ability; specific academic ability in math, science, reading/writing, and/or social studies; creative thinking ability; and visual or performing arts ability. The district uses only those instruments approved by the Ohio Department of Education for screening, assessment, and identification of children who are gifted. If you think your child is gifted in one or more of these areas and would like to have them tested, please contact your building principal when school begins. If you have any questions about our gifted program or about testing, contact Cheryl Brockman, Gifted Coordinator, at 733-3975 or [cheryl.brockman@japioneers.org](mailto:cheryl.brockman@japioneers.org).