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Policy Title: STUDENT RECORDS	Effective Date: November 18, 2020

DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Biometric record” is defined as a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

“Common area” means any area within the school district that is not being used for instructional study or where there is no reasonable expectation of privacy, including but not limited to, hallways, auditoriums, cafeterias, libraries, gymnasiums, entrances, parking areas, and school transportation.

“Directory information” is defined as information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

“Eligible student” is defined as a student over the age of eighteen (18).

“Educational record” is defined as those records directly related to a student and maintained by this district or by a party acting on behalf of this district.

“Electronic surveillance” means video/digital components of multi-media surveillance systems, including but not limited to, cameras, recording units, tapes, CD/DVDs, camera phones, tablets, etc. All electronic surveillance shall be limited to video without recording sound so as to prevent any violation of Idaho wiretapping statutes.

“Law enforcement unit” is an individual, office, department, division, or other component of this school district, such as a unit of commissioned police officers or noncommissioned security guards, that is officially authorized or designated by this school district to (1) enforce any federal, state or local law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization, other than the school district; or (2) maintain the physical security and safety of schools in the district.

“Legitimate educational interest” is defined as the performance of education- or discipline-related tasks in connection with a student, providing educational services to a student or a student’s family, or performing administrative or other educational responsibilities prescribed by the school or the district. 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.

“Parent” is defined as a natural parent, guardian, or individual acting in the absence of a parent or guardian, who is providing the student with food, clothing, discipline, and guidance on a day-to-day basis in the home environment.

“School official” is defined as a person employed as an administrator, supervisor, instruction, or support staff member (including health or medical staff and law enforcement unit personnel), a board member, a volunteer, a contractor outside of the district who performs an institutional service or function for which the district would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consult, or therapist), a parent or student volunteering to serve on an official committee (such as a discipline or grievance committee), or a parent, student or other volunteer assisting another school official in performing his or her tasks.

“Student” means any individual who is attending or who has attended any schools within the school district.

ANNUAL NOTIFICATION REQUIREMENTS

The district will provide parents and eligible students annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The annual notice will contain information regarding the right to inspect their children’s records, the right to seek an amendment of a record, the right to consent to disclosures of personally identifiable information (PII), with certain exceptions, and the right to file a complaint with the U.S. Department of Education.

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EDUCATIONAL RECORDS

Educational records include, but are not limited to, the cumulative file, special education records, and disciplinary records. Records may also include, but are not limited to, any of the following: academic work completed (courses taken, transcript); level of achievement (grades, portfolios, performance assessments, scores on standardized achievement tests, etc.); attendance data; scores of standardized intelligence, aptitude, and psychological tests (and protocols of the same if they include PII); records of teachers, counselors, medical personnel, and psychologists working directly with a student if disclosed to others; interest inventory results; observations and verified reports of serious or recurring behavior patterns; videotapes and audiotapes; health data including medical assessments; family background information; transportation records; and student records maintained by agencies and individuals contracting with the district).

Educational records do not include records that are kept in the sole possession of the maker of the record, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Education records do not include emails, unless the emails have been printed off and are maintained in a student’s education record.

The cumulative educational record of each student is maintained at the district’s central office. The building principal, individual teachers, and special education personnel may also have files containing particular educational records.

RIGHT TO INSPECT EDUCATIONAL RECORDS

Parents or eligible students may inspect and review educational records. This district will comply with a request for access to records within a reasonable period of time, but in no case more than forty-five (45) calendar days after it has received the request. This district will respond to reasonable requests for explanations and interpretations of the records.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review education records, the district will provide a copy of the requested records or make other arrangements for the inspection and review of the requested records. The district may charge the parent or eligible student the actual costs for copying the records unless payment of such cost is determined to effectively preclude the parent or eligible student from having access to the educational records.

The district will not destroy requested educational records if there is an outstanding request to inspect and review those records.

DISCLOSURE OF STUDENT RECORDS TO NONCUSTODIAL PARENT

A noncustodial parent’s access to records and information pertaining to his or her minor child will not be denied solely because the parent is not the child’s custodial parent. However, information concerning a minor child’s home address will be deleted from all records supplied to a noncustodial parent if the custodial parent has advised the district in writing to do so.

PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally identifiable information (PII) will not be released from an educational record without the prior written consent of the parent or eligible student, except under specific circumstances. PII includes, but is not limited to:

- The student’s name;
- The name of the student’s parent or other family members;
- The address of the student or student’s family;
- A personal identifier such as the student’s social security number, student number, or biometric record;
- Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name;
- A list of personal characteristics that would make the student’s identification easily traceable; ~~or~~
- Health or medical information, including immunization records; or
- Other information that would make the student’s identity easily traceable.

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RELEASE OF PII WITHOUT PRIOR CONSENT

Personally identifiable information may be disclosed without prior written consent of the parent or eligible student under the following conditions:

- To teachers or other school officials who have a legitimate educational interest.
- To officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll or where the student is enrolled.
- To authorized representatives of federal, state, and local educational authorities in connection with audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements related to those programs.
- In connection to the application for or receipt of financial aid.
- To state and local juvenile justice systems or their officials.
- To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, when the Health or medical information state or tribal organization is legally responsible for the care and protection of the student.
- To organizations conducting studies for, or on behalf of, this district to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for Internal Revenue Service (IRS) tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To a party seeking information that this district has designated as “directory information”.
- To the parent or eligible student.

ACCESS LOG

This district will maintain a record of each request for access to and each disclosure of PII from the educational record of each student. This access log will be maintained with the student’s educational records as long as the records are maintained. The access log will specify the individuals who have requested or PII from the educational records and the legitimate educational interest the parties had in requesting or obtaining the information. If the information was released without prior parental consent, the specific exception for such consent will also be set forth.

A record will not be kept when a student’s record is accessed by the parent or eligible student or a school official with legitimate educational interest, a written consent has been received from the parent or eligible student, a request is received for directory information only, or the district is ordered to not disclose the request for records.

DIRECTORY INFORMATION

Directory information includes, but is not limited to:

1. Student name;
2. Address;
3. Telephone listing;
4. Electronic mail address (e-mail);
5. Photographs of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district’s or school’s newsletters, in the school setting, and on the district’s or school’s web site;

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6. Video recordings of the student in common areas by electronic surveillance, recorded for the purpose of maintaining the physical security and safety of the school; to the extent electronic surveillance video recordings exist, they may be a public record or may become an educational record. The district reserves the right to edit, including concealing identities, any electronic surveillance recordings to comply with applicable state and federal law prior to any release or disclosure.
7. Date and place of birth;
8. Major field of study;
9. Grade level;
10. Enrollment status;
11. Participation in officially recognized activities such as sports;
12. Weight and height of members of athletic teams;
13. Dates of attendance;
14. Degrees, honors, and awards received;
15. The most recent previous school, school district, or institution attended; and
16. A student identification number, user identification, or other unique personal identifier, used for purposes of accessing or communicating in electronic systems or displayed on a student ID badge, but only if the identifier cannot be used to access education records, except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

DISCLOSURE OF DIRECTORY INFORMATION

This district may disclose directory information after giving written, public notice annually to parents of students in attendance and eligible students in attendance that:

1. All information in the definition of directory information as set forth in this policy has been designated as directory information by this district;
2. A parent or eligible student has the right to refuse to allow this district to designate any or all of the types of information about the student as directory information, except that the district cannot be prevented from disclosing or requiring a student to disclose the student's name, identifier, or email address in a class in which the student is enrolled, or prevent the district from requiring a student to wear, to display publicly, or to disclose a student identification card or badge that contains directory information.
3. If a parent or eligible student does not want any of the directory information about the student released, the parent or eligible student must notify this district in writing within eight (8) days from the first day of school, or date of enrollment, whichever occurs first, that directory information may be disclosed.
4. The district will provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or secondary school student requests, in writing, that the student's name, address, and telephone listing not be released without prior written parental consent.

The district may disclose directory information about former students without notice. However, the district will continue to honor any valid request to opt-out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt-out request (see Policy No. 8540F2, Student Records: FERPA Directory Information Opt-Out Form).

PROCEDURE TO AMEND RECORDS

If a parent or eligible student believes that the educational records relating to the student contain information that is inaccurate, misleading, or in violation of the student's right of privacy, they may seek to amend the record. The right to seek amendment cannot be used to challenge a grade or an individual's opinion (unless the grade or the opinion has been inaccurately recorded) or a district's decision to create or maintain particular education records. When a request to amend educational records is received, it will be reduced to writing and the following procedure will be followed:

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Review Process

1. Within thirty calendar (30) days of receiving a request to amend the record, this district, through its designee, will determine whether the information contained in a record is inaccurate, misleading, or in violation of the student’s right of privacy. If the district determines that the requested amendment is appropriate, it will correct the record and provide written notice of the changes to the parent or eligible student.
2. If this district determines that the information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will inform the parent or eligible student, in writing, of its decision, the reasons why it denied the request to amend the record, and the right to a hearing.

Hearing Process

1. The parent or eligible student, on request, has an opportunity for a hearing to challenge the contents of the student’s educational records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the privacy rights of the student.
2. This district will hold the requested hearing within thirty (30) school days after it receives a request for the hearing. Notice of the date, time, and place will be given to the parent or eligible student at least eight (8) school days prior to the hearing.
3. Any individual, including a district employee who does not have a direct interest in its outcome, may conduct the hearing. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues raised at the hearing. The parent or eligible student may, at their own expense, be assisted or represented by an individual of his or her own choice, including an attorney.
4. The individual conducting the hearing is not bound by common law or by the rules of evidence. Evidence will be admitted and given weight only if it is the kind of evidence which reasonable persons are accustomed to rely on in the conduct of serious affairs.
5. The hearing officer will make his/her decision in writing within fourteen (14) school days after the close of the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. The hearing officer’s decision will be the final decision of this district.
6. If the hearing officer concludes that the information being contested is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district will amend the records at issue and inform the parent or eligible student of the amendment in writing.
7. If the hearing officer concludes that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district will inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information stating why he or she disagrees with the district’s decision. If such a statement is received by this district, it will remain as part of the record for as long as the student’s record is maintained and the statement will be disclosed whenever this district discloses the portion of the record to which the statement relates.

LAW ENFORCEMENT UNIT

The district may designate one or more law enforcement units as provided under FERPA. A law enforcement unit may consist of a single individual and need not be a law enforcement officer.

All school security records including, but not limited to, school security campus or school bus videotapes, records relating to weapons screening devices, visitor logs, and any records of interviews relating to potential violations of the law may be maintained by the law enforcement unit. These records are not deemed to be educational records.

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The district may disclose any law enforcement unit records, files, documents, and other materials pertaining to the investigation of a violation of the law to a law enforcement agency or the Idaho Department of Health and Welfare. The disclosure of such records to a law enforcement agency or the Idaho Department of Health and Welfare does not prohibit the use of those records for educational purposes such as student discipline.

SPECIAL EDUCATION RECORDS

This district recognizes the right of parents of students with disabilities and eligible students with disabilities to inspect and review educational records relating to the student that are collected, maintained, or used by this district.

The district will also comply with a request to inspect and review such records without unnecessary delay, and:

1. In no event more than forty-five (45) calendar days after the request;
2. Before any meeting regarding the student’s individualized education program (IEP);
3. Before any hearing relating to the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education (FAPE) to the student; or
4. Before a resolution session.

The right of parents of students with disabilities and eligible students with disabilities to inspect and review education records includes:

1. The right to a response to reasonable requests for explanations and interpretations of the records;
2. The right to request copies of the records if failure to provide copies would effectively prevent the parent from exercising the right to inspect and review records; and
3. The right to have a representative of the parent inspect and review the records.

RETENTION AND DESTRUCTION OF SPECIAL EDUCATION RECORDS

Educational records, including eligibility documentation and IEP’s consisting of eligibility documentation, IEPs, consents, and written notices will be maintained for at least five (5) years after disenrollment of a student with disabilities from the district.

The district will inform a parent and/or eligible student when PII collected, maintained, or used is to be destroyed because the information is no longer needed to provide educational services to the student. The parent and/or eligible student must be informed of PII that the district intends to destroy and that the information will be destroyed no earlier than forty-five (45) calendar days from the date of the notice. The parent and/or eligible student must also be informed of the procedure to follow if he or she wishes to formally object to the destruction of the information and wants the records sent to him or her.

Written records of individual students are confidential and will be shredded or burned under supervision of the staff member responsible for the records, if not released to the parent and/or eligible student. The records manager should maintain a log that documents the date of destruction or release of the records.

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A permanent record of the student’s name, address, phone number, grades, classes attended, immunization records, test scores, attendance records, grade level, and year completed may be maintained by the district without a time limitation. Any other PII will be destroyed at the request of the parent and/or eligible student if it is older than five (5) years and no longer needed to provide special education. When informing the parent and/or eligible student of his or her rights, the district should remind the parent and/or eligible student that the records might be needed for Social Security benefits or other purposes in the future.



LEGAL REFERENCE:

Idaho Code §32-717A – Parents’ Access to Records and Information

The Family Educational Rights and Privacy Act of 1974

20 USC §1232g

34 CFR Part 99

Uninterrupted Scholars Act, Pub.L. 112-278 (2013)

Individuals with Disabilities Education Improvement Act of 2004

20 USC §§1412(2)(D) and 1417

34 CFR §300.610 through 300.626

Idaho Special Education Manual 2017

Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) to Student Health Records, U.S. Department of Health and Human Services and U.S. Department of Education, December 2019 Update (First Issued November 2008)

ADOPTED: 05/16/2012

AMENDED: 11/18/2020

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Policy Title: STUDENT RECORDS: FERPA ANNUAL NOTICE OF RIGHTS	Effective Date: November 18, 2020
<p style="text-align: center;">Snake River School District No. 52 Family Educational Rights and Privacy Act (FERPA) Annual Notice of Rights</p> <p>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.</p> <p>These rights are:</p> <ol style="list-style-type: none"> 1. The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access. <p style="margin-left: 40px;">Parents or eligible students should submit to the district secretary, clerk of the board, or his/her designee 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.</p> 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. <p style="margin-left: 40px;">Parents or eligible students who wish to ask the district to amend a record should submit a written request to district secretary, clerk of the board, or his/her designee clearly identify the part of the record they want changed, and specify why it should be changed. 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.</p> 3. The right to privacy of personally identifiable information (PII) in the student's education records, except to the extent that FERPA authorizes disclosure without consent. <p style="margin-left: 40px;">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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.</p> 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: <p style="margin-left: 40px;">Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920 1-800-USA-LEARN (1-800-872-5327)</p> <p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	

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Policy Title: STUDENT RECORDS: FERPA ANNUAL NOTICE OF RIGHTS	Effective Date: November 18, 2020
<p>FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. §99.31 (FERPA regulations). Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, 34 C.F.R. §99.32 of the requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:</p> <ul style="list-style-type: none"> • To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests, including, but not limited to, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions. • To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. • To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as the Idaho State Department of Education. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. • In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. • To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released. • To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. • To accrediting organizations to carry out their accrediting functions. • To parents of an eligible student if the student is a dependent for IRS tax purposes. • To comply with a judicial order or lawfully issued subpoena. • To appropriate officials in connection with a health or safety emergency. • Information the school has designated as "directory information". <p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	

Category: 8000 STUDENTS	Form Number: 8540P2
Policy Title: STUDENT RECORDS: FERPA ANNUAL NOTICE OF DIRECTORY INFORMATION	Effective Date: November 18, 2020

**Snake River School District No. 52
Family Educational Rights and Privacy Act (FERPA) Annual
Notice of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Snake River School District No. 52, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures (see Policy No. 8540, Student Records, and Policy No. 8540F3, FERPA Directory Information Opt-Out Form). 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. Examples include:

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

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 that manufacture class rings or publish yearbooks. 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 the following information – names, addresses and telephone listings – unless parents have advised the district that they do not want their student’s information disclosed without their prior written consent.

If you do not want Snake River School District No. 52 to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by the first calendar day of school. This district has designated the following information as directory information:

- | | |
|--|---------------------------|
| • Student’s Name | • Photograph |
| • Address | • Date and place of birth |
| • Telephone Number | • Grade Level |
| • E-mail address | • Dates of Attendance |
| • Major Field of Study | |
| • Degrees, honors, and awards received | |
| • Weight and height of members of athletic teams | |
| • The most recent educational agency or institution attended | |
| • Participation in officially recognized activities and sports | |
| • 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.) | |



LEGAL REFERENCE:

Section 9528 of the Elementary and Secondary Education Act (20 USC § 7908) and 10 USC § 503(c)

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Policy Title: STUDENT RECORDS: FERPA DIRECTORY INFORMATION OPT-OUT FORM	Effective Date: November 18, 2020
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**Snake River School District No. 52
Family Educational Rights and Privacy Act (FERPA)
Directory Information Opt-Out Form**

Pursuant to the Family Educational Rights and Privacy Act (FERPA), directory information listed in district Policy No. 8540, Student Records, may be released to anyone, including but not limited to, the media, sporting events, colleges and universities, and the military. To prevent the release of this information, you must inform the district that you do not want this information released.

- By checking this box and signing below, I am requesting that the school district withhold the release of all types of Directory Information to any third parties until such a time as I choose to rescind this opt-out request.

Student's Name:	Birth Date:
School:	Grade:
Address:	
City, State, Zip:	
Person making request: <input type="checkbox"/> ELIGIBLE STUDENT <input type="checkbox"/> PARENT	
Printed Parent/Guardian Name _____	
Home Telephone:	Work Telephone:
Email:	

By signing and returning this form, I am requesting that directory information for the above-named student not be released to any person or organization, or published by the school district for any purpose. I understand that by not signing and returning this form to the school district, I am granting permission for directory information to be released or published. THE SCHOOL DISTRICT ASSUMES NO LIABILITY FOR HONORING A REQUEST TO WITHHOLD DIRECTORY INFORMATION.

Signature: _____ Date: _____

OFFICE USE ONLY: Date Received _____ Date Records Coded _____ By (initial) _____

RESCISSION OF OPT-OUT REQUEST

I, the above-named parent/eligible student, hereby rescind my request to opt-out from the release of directory information.

Signature: _____ Date: _____

OFFICE USE ONLY: Date Received _____ Date Records Coded _____ By (initial) _____

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(Date)

Dear Parent/Guardian:

Recognizing the challenges faced by military recruiters, the No Child Left Behind Law requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. The law also requires high schools to release information to colleges or other higher learning institutions, upon request.

If you do not want Snake River School District to disclose this information without your prior written consent, you must fill out the detachable form below and return it to us by September 15th. If we do not receive the form back by this date, we will release student information to military or college recruiters upon request. If your child is over 18, he or she must sign the form.

A list of the guidelines on military recruiters' and colleges' access to information can be found at the following Web site: www.ed.gov/offices/OM/fpco/hot_topics/ht_10-09-02.html. If you have any questions, please do not hesitate to call.

Yours truly,

Principal

----- PARENT
OPT-OUT FORM

Do not disclose my child's name, address or telephone number to the following without my prior consent (check one or both):

- United States Military Recruiters**
- Colleges and Other Higher Education Institution Recruiters**

Student's Name _____
(Please Print)

Parent's Signature _____

Student's Signature _____
(If student is over 18, student rather than parent, must sign.)

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Policy Title: STUDENT RECORDS: FERPA DIRECTORY INFORMATION OPT-OUT FORM	Effective Date: November 18, 2020

Consent to Publish or Post Student Picture or Visual Image

_____ I authorize the use of the picture(s) or visual image related to the following student for media district informational materials or displays:

_____ I do not authorize the use of the picture(s) or visual image related to the following student for media or district information materials or displays.

(Student Name)

I understand that personal visual images are protected by various federal and state laws and cannot be used without this written consent, unless otherwise authorized.

Signature: _____

Relationship: _____ **Date:** _____

Printed Name: _____

Category: 8000 STUDENTS	Policy Number: 8540F4
Policy Title: STUDENT RECORDS: INSPECTION OF SCHOOL RECORDS	Effective Date: November 18, 2020

Snake River School District 52
Request to Inspect School Records

We the undersigned as parents or legal guardians, student age eighteen (18) or older, or married student, request to inspect the school records of:

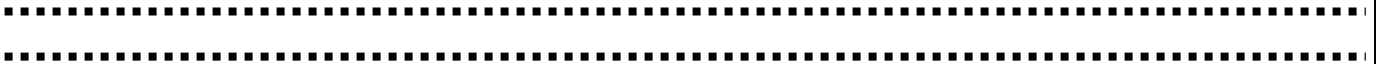
Student: _____

School: _____

We/I request to inspect these records on _____(date)

Signature: _____

Date of Request: _____



Inspection of School Records

We/I the undersigned have inspected the records of _____(Student) and:

_____ Wish to challenge the inclusion of the following documents.

Documents:

Reasons:

_____ Do not wish to challenge the records that have been inspected.

Requestee Signature: _____

Witness Signature: _____

Date: _____

