

NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 ("Eligible Students") certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the Holdenville Schools receive the 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. Copies of Special Education records will be supplied free of charge.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask Holdenville Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student's privacy rights.

If Holdenville Schools 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 right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except

the extent that FERPA authorizes disclosure without consent. The Holdenville Public School District proposes to designate the following personally identifiable information contained in a student's education records as "directory information" and it will disclose that information without prior written consent. (as permitted by P.L. 99-31):

- The student's name;
- The names of the student's parents or lawful custodian;
- The student's address;
- The student's telephone listing;
- The student's date and place of birth;
- The student's dates of attendance;
- The student's grade level (i.e, first grade, tenth grade, etc.);
- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph; and
- The most recent educational agency or institution attended.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Holdenville Schools 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 Holdenville Schools 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 School 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 Holdenville Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605

Within the first three weeks of each school year, the Holdenville School District will publish in the Holdenville News the above list, or a revised list, of the items it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time of enrollment. After the parent or eligible student has been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) that they refuse to permit the school district to release or publish information designated as directory information about their student.

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