

## 2023 – 2024 MINGO COUNTY SCHOOLS FERPA - ANNUAL NOTIFICATION TO PARENTS, GUARDIANS, AND ELIGIBLE STUDENTS OF RIGHTS WITH RESPECT TO EDUCATION RECORDS

Distribute this form to parents, guardians, or eligible students by September 05, 2023.

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and students over 18 years of age (called "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 30 days of the day the school receives a request for access.** Parents, guardians, or eligible students should submit to the appropriate school official a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent, guardian, 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.** Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without prior consent.** Disclosure without prior consent is permitted 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school 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 consultant, or therapist; a parent or student volunteering to serve 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. In addition, Mingo County Schools will forward education records without prior written consent as follows: upon request of other schools for purposes related to the student's enrollment or transfer; to certain government officials in order to carry out lawful functions; to appropriate parties in connection with financial aid to a student; to organizations doing certain studies for the school; to accrediting organizations; to comply with lawfully issued court orders or subpoenas; to appropriate officials in connection with a health or safety emergency; to state and local authorities within a juvenile justice system, pursuant to specific laws; and to a state or local welfare agency legally responsible for the care and protection of the student as long as further disclosure is limited to authorized representatives of the agency for an educational purpose. Schools may also disclose "directory" information without prior consent. Directory information includes the student's name, address, telephone number, date/place of birth, major field of study, participation in officially recognized sports and activities, weight/height of members of athletic teams, dates of attendance, diplomas and awards received, most recent educational institution/agency attended, grade level, and photograph. School officials must provide annual notice to parents, guardians, and eligible students about directory information and allow a reasonable amount of time for them to notify the school if they do not want the information disclosed.
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 are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

More information about the collection, maintenance, and disclosure of student information is available through the Family Educational Rights and Privacy Act of 1974 and WV Board of Education Policy 4250 "Procedures for the Collection, Maintenance, and Disclosure of Student Data".

## 2023 – 2024 MINGO COUNTY SCHOOLS FERPA - RELEASE OF STUDENT DIRECTORY INFORMATION

This form is to be distributed to parents and eligible students by September 09, 2022. For students who enroll later, schools are to give the form to parents and eligible students upon enrollment and allow 5 instructional days for parents and eligible students to notify the school of directory information not to be released.

**TO: All Parents, Guardians, and Eligible Students (eligible students are those who are eighteen or older)**

Federal, state and local policies allow schools to release certain types of student information without prior written consent of the parent, guardian, or eligible student. The information is called "directory information" and consists of the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, the most recent educational institution/agency attended by the student, the student's grade level, and photograph.

The primary purpose of directory information is to allow the school to include this type of information from your child's educational records in certain school publications/media and/or community publications/media. Examples include: honor roll or other recognition announcements, yearbook, graduation programs, sports activity sheets, photographs from school sponsored events, newspapers, and school newsletters. The information may also be released to other organizations if the school principal deems it appropriate. In addition, federal law requires schools to release the names, addresses, and phone number of students to military recruiters who request the information, unless a parent, guardian or eligible student has advised school officials not to disclose the information without prior written consent.

If there is any category of directory information that you do **NOT** want the school to release, you must notify the schools officials by **September 15, 2023**. It will be assumed that the information listed below may be released until September 15, 2023, unless you notify school officials in writing that you do not want it released. If you have questions, please feel free to call the school.

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### Sign and return this form if you **DO NOT WANT** information released

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

The areas marked with an "X" are information that **I DO NOT WANT RELEASED** for the student named above.

_____name	_____participation in officially recognized activities and sports
_____address	_____weight and height of members of athletic teams
_____telephone number	_____dates of attendance
_____date/place of birth	_____diplomas and awards received
_____major field of study	_____most recent educational institution/agency attended by the student
_____grade level	_____photograph

\_\_\_\_\_  
Signature of Parent, Guardian, or Eligible Student (eighteen or older)

\_\_\_\_\_  
Date