

September 2, 2014

### **NOTIFICATION ON DIRECTORY INFORMATION (FERPA)**

In compliance with Federal regulations, the Uby Community Schools has established the following criteria concerning student records.

- A. Mrs. Janice Brandel is the records Control Officer for the District and is responsible for the processing and maintenance of all student records. Her office is located at Uby High School or can be reached by calling 989-658-8554.
- B. Each student's records will be kept in a confidential file located at the high 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, an adult student (18 years of age or older), and those designated by Federal law or District regulations
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records control officer in writing within 7 days from the date of the notification that she/he will not permit distribution of any or all of such information:

Name, address, and telephone number;  
Date and place of birth; photograph;  
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 and awards received;  
And any other information the District  
Considers would not be harmful or an  
Invasion of privacy, if disclosed.

- E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office. There will also be a person available to answer any questions concerning the policy or regulations.

## REQUEST FORM TO KEEP YOUR CONTACT INFORMATION PRIVATE

The law requires that schools give parents and students the opportunity to request that information, including name, phone number, address, 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, degrees and awards received, and the most recent previous educational agency or institution attended by the student, not be disclosed to anyone outside of the school.

If you don't want your information released to military recruiters and/or request that your information be kept private in other places, as well (such as a yearbook or other school publication), please fill out the form below.

Once a parent or student makes this request, directory information cannot be disclosed without the affirmative consent of the parent (or the student, if the student is over 18 years of age). If you do not opt out, a school may provide only the student's name, address and listed phone number to military recruiters, upon request. Unlisted phone numbers may not be disclosed.

These requests are separated in the form below so that it is clear what information you wish to be released and to whom it may be released. Once you have signed and returned the form, the information may not be released without a parent or guardian's prior written consent.

It is not required by law, but it is recommended that a parent or guardian and the student both sign this form. It is also recommended that you keep a copy for your records.

Date: \_\_\_\_\_

Dear administrator of \_\_\_\_\_  
(Name of high school)

I hereby request that the name, address and telephone listing of the following student:

\_\_\_\_\_

(Print name of student)

\_\_\_\_\_

(Grade)

(Check all that apply)

\_\_\_ not be released to military recruiters without prior written parental consent.

\_\_\_ not be released to anyone in any school publication without prior consent, this would include exclusion from honor roll publication, yearbook, sports programs, newspaper releases, photographers, nominations for scholarships and awards, etc.

\_\_\_\_\_  
Print name of parent or legal guardian

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Print name of student

\_\_\_\_\_  
Signature of student