

Manchester Community Schools

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) provides 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.
- (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.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent 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 has a 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 District 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 20202-5920

Release of Directory Information:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Manchester Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information 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. The District has designated the following information as directory information: Student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; major field of study; grade level; the most recent educational agency or institution attended.

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 receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Manchester Community Schools to disclose directory information from your child's education records you must notify the District in writing by completing the information below and submitting this form along with your other enrollment documents.

Student Full Legal Name: _____ Date: _____

Parent/Guardian Full Legal name: _____ Parent/Guardian Signature: _____

Check the appropriate box or boxes:

(District) I am requesting that the school district not release any directory information for the above named student, and understand that this means that no information regarding the above named student will be included in playbills, Manchester Community Schools website, annual yearbooks, honor roll or other recognition lists, graduation programs, sports activity sheets, and other such publications.

(Public) I am requesting that the school district not release any directory information for the above named student to any public media (print or Internet) or school sponsored Facebook pages.

(Higher Education) I am requesting that the school district not release any directory information for the above named student to Higher Education institutions.

(Military) I am requesting that the school district not release the name, address, or telephone number for the above named student to military recruiters.