

PRIVACY RIGHTS

The release of a student's educational records is governed by the Family Education Rights Privacy Act ("FERPA") and Section 3319.321 of the Ohio Revised Code. Both FERPA and Ohio law allow the release of "directory information" without prior consent, unless the parent/guardian or eligible student (age 18 or older) requests, in writing, that directory information not be disclosed. The District considers the following information "directory information":

- Name;
- Address;
- Telephone listing;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized activities and sports;
- Weight and height for members of athletic teams;
- Dates of attendance; and
- Degrees and awards received.

Additionally, authorized District employees may videotape and/or photograph students engaging in classroom or extracurricular programs, activities and other school functions. Videotapes and/or photographs may be shared with the public through the District's newsletters, reports, web site, or other District communications, unless the parent/guardian or eligible student requests, in writing, that videotapes or photographs of the student not be publicized.

A form is available, upon request, for those parents/guardians or eligible students who do not want directory information released and/or do not want videotapes or photographs published.

FERPA and Ohio law also allow parents/guardians and eligible students to inspect a student's educational records. Additionally, parents/guardians and eligible students may seek amendment of a student's educational records if the parent/guardian or eligible student believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. To request review or amendment of student records, parents/guardians or eligible students should contact Gloria Wilson at 328-2108.

Parents/guardians and eligible students have the right to consent to disclosure of personally identifiable information prior to it being disclosed by the District, except in cases where disclosure without consent is authorized by 34 C.F.R. § 99.31. Pursuant to this section, the District will disclose personally identifiable student information to officials within the school district (*i.e.*, District employees or consultants hired by the District) who have a legitimate educational interest in reviewing the information (*i.e.*, administrators, psychologists, guidance counselors, the student's current teachers, aides, and any other District employee currently working with the student).

The District will also release personally identifiable student information to another school, school system or institution of postsecondary education in which a student seeks or intends to enroll or that is providing services to the student upon receiving a request from the institution. Parents/guardians or eligible students will receive a copy of all information disclosed upon request.

Parents/guardians and eligible students who believe their privacy rights under FERPA have been violated may file a complaint with the United States Department of Education.