

Public Notice of Parental and Student Rights Regarding Student Records for Leon County Schools

Parental Rights: Student Records

The Family Educational Rights and Privacy Act (FERPA) protects the accuracy and privacy of the education records of students. FERPA, Section 1002.22, Florida Statutes, and Leon County School Board Policy 8330 afford parents and eligible students certain rights with respect to education records. **These parental rights include the right to:**

1. Inspect and review the student's education records maintained by the school.
2. Request correction of records which the parent, or eligible student, believes to be inaccurate or misleading. If the school decides not to correct the records, the parent or eligible student has the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent pursuant to a court order or a subpoena and to school officials with legitimate educational interests. If disclosure is made in response to a court order or subpoena, the parent or eligible student will be notified, except where law prohibits notification.
4. File a complaint with the U.S. Department of Education concerning failures by the School District to comply with FERPA requirements. The name and address of the office that administers FERPA is the Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. If you wish to discuss and/or resolve a FERPA issue before contacting the office above, you may contact Leon County Schools at (850) 487-7147.

Release of Directory Information

The Leon County School Board reserves the right to release, upon request, information known as "directory information" without prior permission of the parent or eligible student (18 years of age or older). School Board Policy 8330 designates the following as directory information: student name; photograph; information about participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance/enrollment (not daily attendance); date of graduation or program completion; diplomas, certificates, or awards received; and the name of the most recent previous educational agency or institution attended.

Under the provisions of FERPA, the parent or eligible student has the right to withhold release of directory information. **If you do not want the school or district to release the directory information listed above, any requests from individuals, organizations, or other entities not affiliated with the school or district will be refused.**

- **PARENTS OF CURRENTLY ENROLLED STUDENTS:** This notice should not be returned if you currently allow the district to release directory information and want to continue to allow release of directory information including, but not limited to, yearbook pictures, graduation photos, athletic program information, and other information, as further defined above.
- **PARENTS OF STUDENTS NEW TO LEON COUNTY SCHOOLS:** This notice should not be returned if you want to allow the district to release directory information as described above.

Section I: If you do not want the district to release directory information for your child, please complete this section and return this notice to your child's school.

I do not want my child's, or my (if 18 or older), directory information released as described above. *(Line must be checked for request to be valid.)*

Parent Name: _____ Parent Signature: _____
Student Name: _____ School: _____ Grade: _____ Date: _____

Section II: If you have previously returned a notice with the information in Section I above completed and now want the district to be able to release directory information, please complete this section and return this notice to your child's school.

I previously requested that my child's, or my (if 18 or older), directory information not be released. I want to rescind that request. *(Line must be checked for request to be valid.)*

Print Parent Name: _____ Parent Signature: _____
Print Student Name: _____ School: _____ Grade: _____ Date: _____