

ANNUAL NOTIFICATION TO PARENTS REGARDING  
STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES

(Notice Required by the Federal Government under the Family Education Rights and Privacy Act) On January 8, 2001, the Board of Education adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO") and copies may also be accessed through the District's website <http://www.dcs.k12.oh.us> under Board policies. The DRO is responsible for the supervision of student records in the school and the office is located at 248 North Washington Street or s/he can be reached by calling 833-1100. Each student's records will be kept in a confidential file located at the student's 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, adult student (eighteen (18) years of age or older), and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include Board members, those in administrative or supervisory positions, teachers and those under contract as instructors, substitutes, and those employed by the Board or under contract to the Board to perform certain special tasks. An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service of benefit for the student or the student's family. A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the educational records of other students. If there is a valid reason why a parent or student cannot personally inspect and review a student's educational records, or if the parent or student specifically requests copies of educational records, the COR may arrange for copies of the requested records to be delivered to the parent or student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should immediately ask the COR to correct the record. If the record is not changed to the parent's or student's satisfaction or if the COR informs the parent of student that he record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or student will be asked to submit a written statement indicating the basis for his/her request for a change. This written statement will initiate the review process which may ultimately result in a hearing on the matter before a hearing officer and a final decision by the Superintendent. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.
- C. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's AG 8330 describes those exceptions and is available upon request.

- D. Challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so identified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing.
- E. Obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

The District has designated to following information about each student as "directory information": a student's name; address; telephone number; date and place of birth; 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; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories. The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

Any parent or student who believes that the School District has failed to comply with the *Family Education Rights and Privacy Act*, may file a complaint directly with the Family Education Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Upon request, this Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at 833-1100 for assistance and information.

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