

FERPA
FAIRLAND PUBLIC SCHOOLS
P.O. BOX 689
FAIRLAND, OKLAHOMA 74343

In an effort to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), Fairland public Schools (I031) would like to notify parents and eligible students of their rights under FERPA.

The Family educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

*Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

*Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow

parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.

Copies of the Fairland School FERPA policy may be examined in the office of the superintendent or special education director. Reproduction of the policy is possible upon request at a charge of 10 cents per page. The district will arrange to provide translations to non-English speaking parents in their native language.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Fairland Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

1. The Department of Human Services
2. The Department of Mental Health and Substance Abuse Services
3. The State Department of Health
4. The State Department of Education
5. The State Department of Vocational and Technical Education
6. The Oklahoma Commission on Children and Youth
7. The J.D. McCarty Center for Handicapped Children

Date: _____

Signature of Parent

_____ Please send me a copy of the records released at the following address:

Name _____

Address _____

City, State, Zip _____

_____ Please send a copy to the above student at the following address:

Name _____

Address _____

City, State, Zip _____

Enclosed is \$ _____ for reproduction and mailing

INFORMATION COORDINATOR

The school district has designated a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent, legal guardian of the student, or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes but is not limited to:

1. student's name, address, telephone listing, and date and place of birth;
2. parent or lawful custodian's name, address, and telephone listing;
3. major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. student's participation in officially recognized activities and sports;
5. weight and height of members of athletic teams;
6. dates of attendance, dates of enrollment, withdrawal, re-entry;
7. diplomas, certificates, awards, and honors received;
8. most recent previous educational agency or institution attended by the student;
9. discipline records

(70 O.S. § 10-103.2)

**STUDENT RECRUITMENT
ACCESS TO STUDENTS AND DIRECTORY INFORMATION**

The Fairland Public School district restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

**NOTIFICATION TO PARENTS
RELEASE OF CERTAIN INFORMATION
"NO CHILD LEFT BEHIND ACT"**

Date: _____

Dear Parent/Guardian:

Pursuant to the federal "No Child Left Behind Act," P.L. 107-110 (Title IX, Sec. 9528), the Fairland Public Schools must disclose to military recruiters and institutions of high learning, upon request, the names, addresses, and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent.

Parents/guardians wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of high learning must sign the form below and return it to the building principal by _____ date.

**Reservation of Consent for the Release of Certain Student
Information Under the "No child Left Behind Act"**

Please do not release the name, address, and telephone number of _____
Name of Student
to military recruiters and institutions of high learning.

Print Name of Student

School

Grade

Parent's/Guardian Signature

Date