

## ISD 511 PUBLIC NOTICE REGARDING STUDENT RECORDS

**Independent School District No. 511** gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student may make a written request with the school district to inspect and review the student's education records.
  - b. That a parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading.
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent.

That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests.

- d. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
  - e. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. §1232g. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605
  - f. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and that complete copies of the school district's policy and may be obtained upon request from the district office.
2. Independent School District No. 511 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
  - a. It classifies records as public, private or confidential.

- b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.
  - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
  4. Pursuant to applicable law, **Independent School District No. 511** gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "**directory information.**"

"**Directory information**" includes the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address and telephone number of the student's parent(s). "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE . SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE DIRECTORY INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

5. Pursuant to applicable law, **Independent School District No. 511** hereby gives notice to parents of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. In accordance with federal law, the school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE,  
ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO  
MILITARY RECRUITING OFFICERS WITHOUT PRIOR CONSENT.

NOTE: Refusal to release the above information to military recruiting officers alone does not affect the School District's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

INDEPENDENT SCHOOL DISTRICT NO. 511,  
ADRIAN, MINNESOTA  
August 2008

**Adrian ISD 511  
Directory Information Opt Out Form**

FERPA defines “**directory information**” as information contained in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

1. Name, address, phone listings, electronics mail address, date and place of birth, dates of attendance and grade level.
2. Participation in officially recognized school activities.
3. Weight and height of members of athletic teams.
4. Degrees, honors and awards received.
5. The most recent school attended.

The school may disclose “directory information” to anyone with out parental consent. Parents have the right to opt out of theses disclosures by completing the form below provided by the District or making a written request stating their request not to have “directory information” provided to others.

Parents my choose a partial opt out of “directory information.” to apply just to Military Recruiters. This partial opt out would still allow directory information to be provided to anyone else with out parental consent.

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**Directory Information Opt Out**

I hereby chose not to have “**directory information**” disclosed about my child/children in any circumstance.

**Name of Child or Children** \_\_\_\_\_

**Name of Parent** \_\_\_\_\_

**Home Address** \_\_\_\_\_

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**Directory Information Opt Out for Military Recruitment Only**

I hereby chose not to have “**directory information**” disclosed about my child/children to military recruiters. I understand by doing so “**directory information**” will still be provided to others when requested.

**Name of Child or Children** \_\_\_\_\_

**Name of Parent** \_\_\_\_\_

**Home Address** \_\_\_\_\_