

NACOGDOCHES INDEPENDENT SCHOOL DISTRICT

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Nacogdoches Independent School District ("District") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is an employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services; an employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities; a contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities; and/or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official is working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an education record to fulfill the official's professional responsibility; or investigating or evaluating programs.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Additional information regarding student records can be found in the Student Handbook and Board policy FL (Local) located on the District's website at www.nacisd.org.

NACOGDOCHES INDEPENDENT SCHOOL DISTRICT

Notification Concerning Privacy of Student Directory Information

According to state and federal law, certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Nacogdoches Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 13, 2013. NISD encourages parents to use this form as the written notification.

For school sponsored purposes (all District publications and announcements), NISD has designated the following as directory information: *Student's name; Address; Photograph; Honors and awards received; Dates of attendance; Grade level; Most recent school attended; Participation in officially recognized activities and sports; and, Weight and height, if a member of an athletic team.*

For all other purposes, NISD has designated the following information as directory information: *Student's name; Address; Major field of study; Degrees, honors, and awards received; Dates of attendance; Grade level; Most recent school attended; and, Participation in officially recognized activities and sports.*

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 *et seq.*) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the District that the parent does not want the student's information disclosed without the parent's prior written consent.

A parent has the right to object to the release of all directory information or one or more specific categories of directory information.

This form is NOT required.
Only complete this form if you object to release of your student's information as explained above.

Place a check in any or all of the boxes below:

- I **do not want** my child's directory information released for **school sponsored purposes**. If checked, I understand my child will not be included in the school yearbook, athletic team rosters, graduation roster, school newspaper, etc., unless I give written authorization. (Leave blank if no objection)
- I **do not want** my child's directory information released for **any other purposes**. (Leave blank if no objection)

High School Students Only

- I **do not want** my child's directory information released to a **military recruiter or institution of higher education**. (Leave blank if no objection)

Student's Name: _____ Grade: _____ Campus: _____

Parent's Name (Printed): _____

Parent's Signature: _____