

STUDENT RECORDS  
Annual Notice of Rights Under FERPA

Annual Notice to Parents and Students of Rights Under the Family Educational Rights and Privacy Act of 1974

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this Act:

1. You are entitled to inspect and review your child's school records upon request. This request shall be made during school hours and should be directed to the building principal or custodian of school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
2. All records relating to a student's vitae, academic progress, grades, achievement and test scores, behavior, etc., are housed in the administration office of each school. Psychological records and records of special education students are maintained by the custodian of records at the Central Administration Building.
3. The parent's right of access shall include:
  - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children;
  - b. The right to inspect and review the content of those records in the presence of the custodian of the records;
  - c. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but shall not exceed the actual cost to the school district of reproducing such copies;
  - d. The right to a response from the district to reasonable requests for explanations and interpretations of those records;
  - e. The right to an opportunity for a hearing to challenge the content of those records; and
  - f. If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of material or document as relates to such student or to be informed of the specific information contained in such part of such material.
4. Amendment of Records and Hearing: You have the right to request an amendment to a record or request a hearing in order to:
  - a. Ensure records are accurate and appropriate (not misleading, or in violation of the privacy of the student) and,
  - b. Insert into the record a written explanation respecting the content of the record.

5. Disclosure of Personally Identifiable Information

With certain exceptions, personally identifiable information from the education records of a student, other than directory information, is not released without the written consent of the parent or eligible student. The written consent must be signed and dated by the parent or eligible student and must include the specific records to be released, the purpose of the disclosure and the party to whom the disclosure is made.

Written consent is not required if the disclosure is to any of the following:

- a. School officials, including teachers, who have been determined to have legitimate educational interest. A school official is a person employed by the school district, as an administrator, supervisor, teacher, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, an auditor, consultant, expert, therapist or service provider); a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or the school district's insurance carrier. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. Officials of other schools or school systems in which the student has enrolled or intends to enroll. Records are forwarded upon request of these officials. You also have the right to receive a copy of the records, if desired, and have an opportunity for a hearing to challenge the content of the records.
  - c. Student's application for a receipt of financial aid.
  - d. State and local officials or authorities to which information is specially required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
  - e. Accreditation organizations, specific governmental organizations, and organizations conducting special research.
  - f. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other individuals.
  - g. Personally identifiable information shall be released in compliance with a judicial order to a lawfully issued subpoena.
6. The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency, or organization had in seeking the student's records. The record will be available only to the parents of said student or eligible student, and the custodian of the records.

7. Directory Information

School District #1 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Certification, honors, and awards received
- The most recent educational agency or institution attended

- Dates of attendance
- Grade level

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

This information is considered public information which may be released by the school district without your prior consent. You have 10 days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.

8. When your child becomes 18 years of age, all rights formerly accorded to you as parents of said student become the sole rights of the eligible student, and you will no longer have the right of access to said student's records unless said student gives written consent.
9. FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.
10. You have the right to file a written complaint with the Family Educational Rights and Privacy Office (FERPA), Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201, of alleged violations of this act by the school district.

Revised: 7/16/14; 3/9/2020

School District #1, Sweetwater County, Wyoming