

# Notice of Right to Access and Privacy of Student Records

According to the Family Rights and Privacy Act (FRPA), parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights regarding records kept on the student by the Carman-Ainsworth Community Schools. These include:

- The right to examine the student's record in the presence of a school official. Requests for inspections shall be made at the respective school buildings or the Carman-Ainsworth Administration Building. Charges will be made for copies of items contained within the record.
- The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights; to have the record changed if the administration agrees with the applicant's evidence; and to insert an explanation in the record if the administration disagrees.
- The right to have records which personally refer to a student kept confidential except either by consent of the parent/ student or when being used by school personnel for school business. Certain official agencies may also request records. These are listed in the Board of Education Policy on Privacy of Student Records from the Carman-Ainsworth Administration Building.
- The right to protest to: The Family Educational Policy on Privacy Act Office; Department of Health, Education and Welfare; 330 Independence Avenue SW; Washington, D.C.; 20201, if the school district is not complying with the Family Rights and Privacy Act of the Department of Health, Education, and Welfare rules.

The following information will be made available for publication in directories, sport programs, and so forth. Directory information includes the following information relative to a student:

- ✓ Student's name
- ✓ Parent's name
- ✓ Address
- ✓ Telephone number
- ✓ Date and place of birth
- ✓ Major field of study
- ✓ Participation in officially recognized activities and sports
- ✓ Weight and height of members of athletic teams
- ✓ Dates of attendance
- ✓ Degrees and awards received
- ✓ Most recent previous educational agency or institution that the student attended
- ✓ Similar information generally found in yearbooks.
- ✓ Pictures and video tapes of the image of the student

**If a parent or student does NOT wish this information to be available for publication, a WRITTEN notice (attached form will suffice) must be signed by the parent/ student and submitted to the building principal by Tuesday, September 16, 2014 for the 2014-2015 school year. (This form must be re-submitted on a yearly basis.)**

## WAIVER OF DIRECTORY INFORMATION

***\*\*Only to be completed if a parent or student does NOT wish this information to be available for publication.***

I understand that the following information may be made available by the school for publication in directories, sport programs, and so forth. Directory information includes the following information relative to a student:

- ✓ Student's name
- ✓ Parent's name
- ✓ Address
- ✓ Telephone number
- ✓ Date and place of birth
- ✓ Major field of study
- ✓ Participation in officially recognized activities and sports
- ✓ Weight and height of members of athletic teams
- ✓ Dates of attendance
- ✓ Degrees and awards received
- ✓ Most recent previous educational agency or institution that the student attended
- ✓ Similar information generally found in yearbooks.
- ✓ Pictures and video tapes of the image of the student

**I do NOT wish this information to be available for publication, and I am submitting this waiver to the building principal by Tuesday, September 15, 2015 for the 2015-2016 school year. (This form must be re-submitted on a yearly basis.)**

\_\_\_\_\_  
Student Name (Last, First)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Signature of parent/ guardian of student under age of 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone #

OR

\_\_\_\_\_  
Signature of student who is 18 years of age or older

\_\_\_\_\_  
Date