

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
ALVA INDEPENDENT SCHOOL DISTRICT #001

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Cross Reference: Sandy Garrett, Superintendent of Public Instruction, Oklahoma State Department of Education (OSDE)

District #001, Woods County, Oklahoma

INTRODUCTION

Alva ISD #001 FERPA

These procedures are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Alva Independent School District #001 is committed to implement the policy and follow the procedures.

The Board of Education authorizes the school superintendent to inform parents, students and the public of the policy and to exercise his administrative resources to implement the policy as well as to deal with individuals who violate it.

In case a parent of a student, an eligible student or a citizen of the Alva School District believes that the district is violating the FERPA, that person has a right to file a complaint with the Department of Education. The address is:

The Family Policy Compliance Office
United States Department of Education
600 Independence Avenue, SW
Washington, D. C. 20202-4605

The phone number is (202) 732-2058.

Alva ISD #001 FERPA

You have the right to inspect and review your or your student's education records.

You have the right to exercise limited control over other people's access to your or your student's education records. The school will limit the disclosure of information contained in education records except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by the FERPA.

You have the right to seek correction to a part or parts of educational records if you believe the record to contain inaccurate, misleading information or if the record otherwise violates the student's rights. Your rights include the right to a hearing to present evidence that the record should be changed.

You have the right to file a complaint with the US Department of Education if you believe that this school district has violated the FERPA.

You have the right to obtain copies of this school's FERPA policy. Copies of this policy are located in the Alva School's Principals' offices and the Superintendent's office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Adopted 1974

Alva ISD #001 FERPA

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Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

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.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

FERPA regulations 99.11, 99.30, 99.20, 99.6, 99.37, 99.5, 99.60

DEFINITIONS

For the purpose of this policy, the Alva School District has used the following definitions of terms:

Student--any person who attends or has attended a program of instruction sponsored by the Board of Education of the Alva School District

Eligible student--a student or former student who has reached age 18 or is attending a post-secondary school

Parent--either natural parent of a student unless his or her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian

Education records--any record (in handwriting, print, tapes, film or other medium) maintained by the Alva School District, an employee of the district or an agent of the district which is related to a student except:

1. A personal record kept by a school staff member which meets the following tests:
 - a. Was made as a personal memory aid
 - b. Is in the personal possession of the individual who made it
 - c. Contains information that has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the Alva School District (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)
3. Alumni records which relate to the student after he or she no longer attends classes provided by the Alva School District and the records do not relate to the person as a student.

Personal identifier--is any data or information that make the subject of a record known. This includes the student's name, the student's parents' or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics or any other information which would make the student's identity known.

FERPA regulations 99.3

LOCATIONS OF EDUCATION RECORDS

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School	School Principal's	School Principal

		Special Educ. Teacher Alva High School 501 14th St.
School Transportation Record	Superintendent's Office	Director of Transp. Supt.'s Office 418 Flynn St.
Special Test Records	School Principal's Office	All Buildings
	Counselor's Office	Alva High School
Occasional Records (Student Education not identified above, such as those in superintendent's office, in the school attorney's office, or in the personal possession of teachers)	Principal will collect and make available at student's school	School Principal

FERPA regulations 99.5 (a) (2) (iv)

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record

custodian to provide copies of records. See the schedule of fees for copies on page 6.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location or records brought to a single site).

The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education record, the Alva School District will arrange for the parent or eligible student to obtain copies of the record. See page 6 for information regarding fees for copies of records.

When a record contains information about students other than a parent's student or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FERPA regulations 99.5 (a) (2) (i), 99.11

FEES FOR COPIES OF RECORDS

The Alva School District will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the district reserves the right to

make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student
2. At the request of the parent or eligible student when the school district has provided the records to third parties by the prior consent of the parent or eligible student
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. This fee will be from no cost to ten cents per page. (Actual copying cost less hardship factor.)

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be from ten cents to thirty-five cents per page (actual search, retrieval and copying cost) plus postage if that is involved.

FERPA regulations 99.5 (2) (iii), 99.8

**RECORDS OF REQUESTS FOR ACCESS AND
DISCLOSURES MADE FROM EDUCATION RECORDS**

The Alva School District will maintain an accurate record of all requests for disclosure of information from or to permit access to a student's education records and of information the district discloses and access permitted with some exceptions listed below. This record will be

kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record must include:

1. The name of the person or agency that made the request
2. The interest the person or agency had in the information
3. The date the person or agency made the request
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include requests for access or access granted to parents of the student or to an eligible student, request for access or access granted to officials of the Alva School District who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, or for requests for, or disclosure of directory information designated for that student.

FERPA regulations 99.32

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The Alva School District will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board

2. A person certified by the state and appointed by the school board to an administrative or supervisory position
3. A person certified by the state and under contract to the school board as an instructor
4. A person employed by the school board as a temporary substitute for administrative, supervisory or instructional personnel for the period of his or her performance as a substitute
5. A person employed by or under contract to the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board
2. Perform a supervisory or instructional task directly related to the student's education
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

The Alva School District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent except that the school superintendent or a person designated in writing by the superintendent may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (The district will not further notify parents or eligible students prior to such a transfer of records. Parents and students have a right to obtain copies of records transferred under this provision.)

USE OF STUDENT EDUCATION RECORDS - continued

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district
3. The parties who provide or may provide financial aid to a student to:

- a. Establish the student's eligibility for the aid
 - b. Determine the amount of financial aid
 - c. Establish the conditions for the receipt of the financial aid
 - d. Enforce the agreement between the provider and the receiver of financial aid.
4. If a state law adopted before November 19, 1974 required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials
 5. When the Alva School District has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid or improve instruction
 6. To accrediting organizations to carry out their accrediting functions
 7. To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue code of 1954
 8. To comply with a judicial order or lawfully issued subpoena (The district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision.)
 9. If the disclosure is an item of directory information and the student's parent or the eligible student has not refused to allow the district to designate that item as directory information for that student.

The Alva School District will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons

USE OF STUDENT EDUCATION RECORDS - continued

2. The information is necessary and needed to meet the emergency
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency
4. Time is an important and limiting factor in dealing with the emergency.

Alva School District officials may release information from a student's education record if the student's parent or the eligible student gives his prior written consent for the disclosure. The written consent must include at least:

1. A specification of the records to be released
2. The reasons for the disclosure
3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made
4. The parent or student's signature
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the student may obtain a copy of any records disclosed under this provision.

The Alva School District will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

FERPA regulations 99.30, 99.31, 99.34, 99.35, 99.36, 99.32, 99.33, 99.37

**PROCEDURES TO SEEK TO
CORRECT EDUCATION RECORDS**

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading or in violation of

student rights. The term "correct" will be used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First level decision--When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to see the requester's satisfaction or the record does not appear to be obviously incorrect, he will:

1. Provide the requester a copy of the questioned record at no cost
2. Ask the requester to initiate a written request for the change, and
3. Follow the procedure for a second level decision.

Second level decision--The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why,
 2. Is misleading and why, or
- PROCEDURES... Second level decision - continued
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will:

1. Study the request
2. Discuss it with other school officials (the person who made the record or those

who may have a professional concern about the district's response to the request)

3. Make a decision to comply or decline to comply with the request
4. Complete the appropriate steps to notify the requester, or
5. Move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he will effect the change and notify the requester in writing that he has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he will make a written summary of any discussions with other officials and of his findings in the matter. He will transmit this summary and a copy of the written request to the school superintendent.

Third level decision--The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the school board (in executive session). He will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he would if the change had been made at the second level.

If the superintendent decides the record is correct, he will prepare a letter to the requester which will include:

1. The school district's decision that the record is correct and the basis for the decision

PROCEDUREScontinued

2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing
3. Instructions for the requester to contact the superintendent, or an official he designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing (The district will not be bound by the requester's positions on these items but will, so far as possible, arrange the hearing as the requester wishes.)
4. Advice that the requester may be represented or assisted in the hearing by other

parties, including an attorney at the requester's expense.

Fourth level decision--After the requester has submitted (orally or in writing) his wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may over-rule the hearing officer if he believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester which will include:

PROCEDUREScontinued

- a. The school district's decision that the record is correct and will not be changed
- b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision
- c. Advice to the requester that he or she may place in the student's education record an explanatory statement which states the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

Final administration step in the procedure--When the Alva School District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

FERPA regulations subpart C

DIRECTORY INFORMATION

The Alva School District designates the following items as Directory Information: Student name, address, telephone number, parents' name, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, class designation (i.e., first grade, tenth grade, etc.), dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The district may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 14, of the current year.

Within the first three weeks of each school year, the Alva School District will publish in the Alva Review Courier the above list; or a revised, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is

published, the list will be given to the student’s parent or the eligible student at the time and place of enrollment.

After the list has been published or parents of new enrollees have been notified, the district will allow the parents 10 school days to submit to the School Principal of their student’s school, a **DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT FORM 9NEPN Code:JRB-E** designating the release of **all or none** of the items listed above.

When applicable, **the directory information form** will be attached to **all** permanent student records to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student’s parent or the eligible student.

FERPA regulations 99.3, 99.37. 99.5 (3)
NEPN Code:JRB-E

DENIAL OF PERMISSION TO RELEASE CERTAIN
DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this school district. It is not school policy to release this information without permission except to colleges, universities, state agencies and military agencies.

Directory information includes the following kinds of information:

- Name of student
- Address
- Telephone number(s)
- E-mail address of parents and/or student
- _____ Parent/Guardian

_____ Parent/Guardian
_____ Student

- Parents' name
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Hair and eye color
- Class designation, (i.e., first grade tenth grade, etc.)
- Dates of attendance (from and to dates of enrollment)
- Degrees and awards received
- Most recent previous school attended
- Date of birth
- Photograph
- Videotape not used in a disciplinary matter
- Student work for display at the discretion of the teacher (no grade displayed)
- Directory information posted on website/internet.

_____The release of **all** Directory Information is approved.

_____The release of **all** Directory Information is denied.

This form must be completed and returned to the school principal within ten (10) school days after publication of the "Directory Information". For late enrollees, the form must be completed and returned to the school principal within ten (10) school days after enrollment.

Name of Student	School	Grade
Parent's Signature		Date
NEPN Code:JRB-E		

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the Alva School District will publish in the Alva Review Courier a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parents and eligible students to inspect and review the student's education records
2. The intent of the Alva School District to limit the disclosure of information

contained in a student's education records except:

- a. By the prior written consent of the student's parent or the eligible student
 - b. As directory information, or
 - c. Under certain limited circumstances, as permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading or in violation of student rights (This right includes the right to a hearing to present evidence that the record should be changed if the district decided not to alter it according to the parent or eligible student's request.)
 4. The right of any person to file a complaint with the U. S. Department of Education, if the Alva School District violates the FERPA
 5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

FERPA regulations 99.6

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

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

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request 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.

The right to consent to disclosures of personally identifiable information contained in 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 a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit 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, auditor, medical consultant, or therapist); 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.

NOTIFICATION OF RIGHTScontinued

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.

Upon request, the district will disclose and/or forward records, without consent, to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Dept. of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

FORMS USED BY
ALVA INDEPENDENT SCHOOL DISTRICT #001

INSTRUCTIONS FOR COMPLETING FORMS

1. Request from another school district or institution of higher learning for student records in your possession.

SEND FORM M TO THE REQUESTING SCHOOL AS A LETTER, ENCLOSE FORM C/D AND K.

2. Request by you for student records in the possession of another district.

SEND COMPLETED FORM C/D AND K ALONG WITH YOUR LETTER OF REQUEST.

3. Request to inspect records.

HAVE PARENTS OR ELIGIBLE STUDENT COMPLETE FORM A /B.

4. Third party request for records.

HAVE PARENTS OR ELIGIBLE STUDENT COMPLETE FORM I/J AND L, IF APPLICABLE AND HAVE THIRD PARTY COMPLETE FORM K.

5. Record challenge.

HAVE PARENTS OR ELIGIBLE STUDENT COMPLETE FORM E/F.

6. Notification of hearing.

COMPLETE FORM G.

7. Record of challenge procedure.

USE FORM H AS A CHECKLIST FOR THE CORRECT HEARING PROCEDURE.

8. Judicial Order.

HAVE OFFICER SERVING SUBPOENA SIGN FORM K AND HAVE PARENT OR ELIGIBLE STUDENT COMPLETE FORM L.

INSTRUCTIONS FOR COMPLETING FORMScontinued

9. Form M is a sample letter requesting proof of proper governmental authority to receive student information without securing parental signature.
10. Form N is a sample letter denying access to student files in lieu of a written request unless the requester meets certain qualifications..
11. Form O is a sample letter advising parents of their right to review student records.

REQUEST TO INSPECT RECORDS

I, _____, the parent or legal guardian of _____,

OR, I, _____, a student, 18 years of age or older, date of birth,

_____, a student at the below named school:

_____ (School) _____ (District)

1. Request to inspect the records of the above student at the above school on _____ (Date) _____ (Time) in the principal's office, or such other reasonable time and place as the principal may indicate.

2. I request that the records be sent to me at the following address: **OR**

(Name)

(Street Address)

(City, State, Zip Code)

Enclosed is \$_____ for reproduction and mailing.

(Date)

(Signature)

The portion below this line may be completed but is not required by law.

INSPECTION REPORT

The above student's education record was inspected on this date _____

Remarks (if any): _____

(Principal's Signature)

(Parent, Guardian, or Student Signature)

Form A/B combined: In compliance with the Family Educational Rights and Privacy Act of 1974.

AUTHORITY TO TRANSFER EDUCATION RECORDS

To: _____
SCHOOL DISTRICT/AGENCY

STREET ADDRESS/P O BOX

CITY

STATE

ZIP

In accordance with the Family Education Rights and Privacy Act (FERPA), 34 CFR 99.31, transfer of education records is requested for:

NAME OF CHILD

BIRTH DATE

Request for education records includes, but is not limited to: health, grades, cumulative, discipline records, and special education records. Transfer of student records, including disciplinary records, must be made in a timely manner, within three business days of receipt of request, under state law. (70 O.S. 24-101.4)

The student intends to enroll or is enrolled in our school district/agency. Therefore, please send records to:

SCHOOL/AGENCY OFFICIAL		SCHOOL DISTRICT/AGENCY	
STREET ADDRESS/P O BOX	CITY	STATE	ZIP

FROM: _____

SIGNATURE OF SCHOOL DISTRICT/AGENCY OFFICIAL	DATE	TELEPHONE
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Education records are maintained and released in accordance with The Family Educational Rights and Privacy Act (FERPA). Parents or eligible students shall be provided a copy of the records to be disclosed if requested. Further disclosure of the above records will be in accordance with 34 CFR o 99.31

Sandy Garrett, Superintendent of Public Education, Oklahoma State Department of Education (OSDE).

Form C/D combined: In compliance with the Family Education Rights and Privacy Act of 1974. According to the Family and Privacy Act (Buckley Amendment), it is no longer necessary to obtain parental consent to release records between schools.

I understand that these records are protected under Federal and State confidentiality regulations and cannot be released without written consent unless otherwise provided for in the regulations. Federal regulations prohibit further disclosure of the records without specific written consent, or as otherwise permitted by such regulation. I also understand that I may revoke this consent in writing at any time unless action has already been taken based upon this consent and that in any event this consent expires one year from the date of signature.

(authorizing person-**circle one**: child, parent, guardian, legal custodian, other) _____
request that information concerning:

(name of child)	(date of birth)	(SSN)
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be released and authorize _____
(name of person or agency releasing information)

(Address of person or agency releasing information: include street address/PO Box, city, state, and zip)

to release to: _____ (name/agency)	_____ (name/agency)	_____ (name/agency)
_____ (address)	_____ (address)	_____ (address)
_____ (city, state, zip)	_____ (city, state, zip)	_____ (city, state, zip)

the following information: _____
(kind and/or extent of information to be released)

for the following purpose(s): _____

If the records to be disclosed are education records (which may include discipline records), they are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA). Parents or eligible students shall be provided a copy of the records to be disclosed if requested. Re-disclosure, except as provided at 34o CR 99.31, requires prior consent of parents or eligible students.

THE INFORMATION I AUTHORIZE FOR RELEASE MAY INCLUDE INFORMATION THAT COULD BE CONSIDERED INFORMATION ABOUT COMMUNICABLE DISEASE WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA AND THE HUMAN IMMUNO-DEFICIENCY VIRUS, ALSO KNOWN AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

<input type="checkbox"/> NOTARY: _____ Subscribed and sworn to me _____, 20 _____. My commission expires _____, 20 _____. _____ (Notary Public or Clerk or Judge) <input type="checkbox"/> AGENCY VERIFICATION IN LIEU OF NOTARY: _____ (staff signature and title) (date)

C/D Special Education: In compliance with the Family Educational Rights and Privacy Act of 1974.
EDUCATION RECORD CHALLENGE

Date _____

I, _____, the parent of legal guardian of _____,

OR, I, _____, a student, 18 years of age or older, date of birth,

_____, a student at the below named school:

_____ (School) _____ (District)

Inspected the education record of the above student and challenge the following items:

1. _____
 - _____ Inaccurate
 - _____ Misleading
 - _____ Other violations of privacy or rights of student

2. _____ Inaccurate
 Misleading
 Other violations of privacy
or rights of student

(Continue on back if necessary)

Date: _____ Signed: _____
(Parent/Student)

Received by Principal: _____
(Date) (Principal's Signature)

Action taken (records purged before hearing, hearing granted)

Date: _____ Signed: _____
(Principal's Signature)

Form E/F combined: In compliance with the Family Educational Rights and Privacy Act of 1974
NOTICE OF HEARING TO CONTEST RECORD CONTENT

You are hereby notified that a hearing to contest the content of the record of _____
_____, will be held at _____
on _____, at _____. The hearing officer will be
_____.

You have the following rights:

- A. Right to present testimony within a reasonable time limitation.
- B. Right to introduce written evidence.
- C. Right to question adverse evidence.
- D. Right to appeal hearing officer's decision to local board.

Form G: In compliance with the Family Educational Rights and Privacy Act of 1974.
SUMMARY OF HEARING TO CONTEST RECORD CONTENT

1. Date of request by parent or eligible student for contest hearing. _____
2. Date hearing set (within reasonable time after request). _____
3. Date notice of hearing (Form G) sent to parents or eligible student.

4. Hearing officer (superintendent or his designee). _____
 - A. Parent of eligible student given reasonable time to present testimony. _____
 - B. Parent of eligible student allowed to introduce written evidence. _____
 - C. Parent of eligible student allowed to question adverse witnesses. _____
 - D. Action taken by hearing officer: Record purged _____
 Record changed _____ to read

Reasons: _____

E. Parents of eligible student notified in writing of conclusion and actions taken. (A Copy of this completed form may serve as written notice.) File copy of written notice of decision kept for documentation. _____

F. Parents of eligible student, if aggrieved by hearing officer decision, notified of right to appeal to local board. _____

5. Appeal Contest:

A. Parents of eligible student informed of appeal hearing date. _____

B. Parents of eligible student given time to present arguments. _____

C. Local board: Affirmed _____ Reversed _____

Form H: In compliance with the Family Education Rights and Privacy Act of 1974

PERMISSION OF PARENT, GUARDIAN OR STUDENT
FOR
THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD

I, _____
(Name)

the parent, legal guardian or student _____, a student at

(School) (School District)

request the following part of the above student's record: _____

be made available to _____ for the purpose of

Date: _____

Signed: _____

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

(Name)

(Street Address)

(City, State, Zip Code)

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

(Name)

(Street Address)

(City, State, Zip Code)

Form I/J combined: In compliance with the Family Educational Rights and Privacy Act of 1974.

RECORD OF THIRD PARTY ACCESS

(Required of ALL THIRD PARTIES, to be kept in student file)

I, _____, request access to the educational

files of _____ in whole _____, in part _____ (specify part
seen)

for the following legitimate educational or other interest:

The above information was transferred to me only on the condition that I will not permit any other party to have access to such information without the written consent of the parents of the above student.

Form K: In compliance with the Family Educational Rights and Privacy Act of 1974.
**TRANSFER OF RECORDS UNDER JUDICIAL ORDER
OR LAWFULLY ISSUED SUBPOENA**

I, _____ parent or legal guardian of
_____, a student at _____
(School)

(School District)

OR

I, _____, a student 18 years of age or over,
date of birth _____, at _____
(Month) (Day) (Year) (School)

_____ have been notified prior to compliance that a judicial order or lawful subpoena has been issued demanding the records of the above student in whole or part.

Date: _____

Signed: _____

Form L: In compliance with the Family Educational Rights and Privacy Act of 1974.
SAMPLE LETTER

Dear Sir or Madam:

We will be unable to comply with your request for the records of _____ (student), until you complete the enclosed forms and return them to us. If you have substantially similar forms, we will accept them, provided the parental or eligible student notification signature is attached. Such signature is necessary in order to comply with the Family Educational Rights and Privacy Act of 1974.

Sincerely,

Form M: In compliance with the Family Educational Rights and Privacy Act of 1974.
SAMPLE LETTER

Dear Sir or Madam:

We are unable to honor your request for information from student files unless you inform us in writing of:

1. Your authority to act as representative of (a) the Comptroller General of the United States, (b) the Secretary of Education, (c) an administrative head of an educational agency, (d) state education authorities.
2. The federally supported education program or state law pursuant to which you request the information.
3. The specific authorization by federal statute to receive personally identifiable information, if you seek such information.

We are sorry for the delay but feel restrained by the Family Education Rights and Privacy Act of 1974.

Sincerely,

Form N: In compliance with the Family Education Rights and Privacy Act of 1974.

SAMPLE LETTER

**Review of Student Records
Notification to Parent**

Dear Parent:

In the course of your student's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. You have the right to inspect and review any and all records, files, and data related to your student; they will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern.

Very truly yours,

Principal

_____ (School)

_____ (Address)

_____ (Telephone)

Form O: In compliance with the Family Educational Rights and Privacy Act of 1974.