

Annual Notice to Parents and Students of Their Rights Concerning Education Records

To Parents and Students:

Education records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in administrative policy 5125, entitled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents and students have a right to examine their student's education records at reasonable times.
4. Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: (a) a parent or a student who is less than 18 years of age and not attending a post-secondary educational institution; or (b) a student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
5. Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, school corporation, or other educational agency in which the student is enrolled or receiving services. This school corporation forwards education records to these agencies without prior notification to the parent or eligible student.
6. **Directory information may be released to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations, and state or local government agencies without the consent of a parent or eligible student.** Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, photograph, video tape image, student work for display at the discretion of the teacher (no grade displayed), and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. **A parent or eligible student may object to disclosure of any of the categories of directory information by filing the form entitled "Denial of Permission to Release Certain Directory Information Without Prior Written Consent" with the principal's office no later than twenty (20) calendar days from receipt of this notice.**

Very truly yours,

East Allen County Schools