Twinsburg City School District
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT FORM

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 ("eligible students") the following rights to the student's educational records.

(1) The right to inspect and review the student's educational records within 45 days of their initial request to the district. After parents or eligible students submit a written request to the principal identifying the record(s) they wish to inspect, the principal will arrange for access and tell the parent or eligible student when and where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies of records.

(2) The right to request an amendment to the student's educational record that the parent or eligible student believes is inaccurate or misleading. Parents/eligible students may ask for amendment of a record believed to be inaccurate or misleading by writing the school principal and clearly identifying the record to be changed and specifying why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent/eligible student of the decision and advise them of the right to a hearing. After the hearing, if the school decides not to amend the record, the parent/eligible student has the right to place a statement in the record stating his/her view about the contested information.

(3) The right to file a complaint with the U.S. Department of Education. The office administering FERPA is the Family Policy Compliance Office, 600 Independence Avenue, SW, Washington D.C. 20202-4605.

FERPA also allows the Twinsburg City School District to share portions of educational records without parental consent with school officials with legitimate educational interests/ if the official needs to review an educational record in order to fulfill a professional responsibility. A school official is a district employee, a person/entity designated to perform tasks (such as an attorney or online service provider), or a person serving on an official committee (such as a disciplinary committee).

Unless we hear from you otherwise, Twinsburg City School District will assume the following "directory information" about your child may be released without your permission:

- name
- address
- telephone number
- email address
- birth date
- participation in activities
- weight and height
- awards
- dates of enrollment
- grade level
- intended field of study
- gender

Directory information shall not be provided to any organization for profit-making purposes. Parents who DO NOT want any or all of the above portions of educational records to be disclosed should check the appropriate boxes below and return this form to their child's principal.

___ I DO NOT want my child's directory information released under any circumstances.

OR (check all that apply):

___ My child's directory information and photograph may appear in the school yearbook.

___ My child's directory information and photograph may be released to the media and school-related organizations, clubs, and activities (and therefore appear in group photos, play and concert programs, district publications, district news articles, district website, sports rosters, honor roll lists, etc.).

_____ My child's directory information may be released to school-affiliated groups, such as the PTA and Booster Clubs.

I further understand:

- The Twinsburg City School District ***cannot*** decline to provide recruiters a student's name, address, and phone number under the No Child Left Behind Act, unless the Military Service and Institutions of Higher Education Opt-Out Form is on file.

Student's Name: _____ Grade/School: _____ Homeroom:_____

Parent/Guardian/Eligible Student's Signature: _____ Date: _____

IMPORTANT: *Parent/Guardian has until September 1, 2016 to notify and return this form to their child's principal.*