

Notification of Rights Under FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and "eligible students" 18 years of age or older certain rights with respect to their education records. They are:

(1) 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 a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

(2) The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the Owasso School District (district) to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They should submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the district decides not to make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

(3) 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 (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. 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 volunteer or contractor outside of the district who performs an institutional service or function for which the district would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

School districts may disclose, without consent, "directory" information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA - Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the superintendent in writing. The district has designated the following information as "directory information", and it will disclose that information without prior written consent:

- Student's name
- Grade level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Photograph

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

Child Identification, Location, Screening, and Evaluation

This notice is to inform parents of the child identification, location, screening and evaluation activities to be conducted throughout the year by the Owasso School District in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. The Owasso School District coordinates with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health screening programs available to all children on a school wide or classroom basis; district wide testing; and the Oklahoma School Testing Program. Screening may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments administered to or procedures available to and used with all children in a class, grade or school.

1501 Readiness Screening

Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

1501 Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening except as otherwise provided by law. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year;
- Kindergarten through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with federal and state laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other relevant state and federal laws and regulations and the Oklahoma Special Education Handbook. The Owasso School District has developed and implements a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the policy from any school principal or from the superintendent's office.

In accordance with FERPA, the Owasso School District ensures that the parent or eligible student has a right to:

- 1501 Inspect and review the student's education records within 45 days of the day the Owasso School District receives a request for access;
- 1501 Request the amendment of student education records the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights;
- 1501 Consent to disclosures of personally identifiable information contained in the student's education records, except when FERPA authorizes disclosure without consent;
- 1501 File complaints with the United States Department of Education concerning alleged violations of FERPA;
- 1501 Obtain a copy of the FERPA policy adopted by the Owasso School District upon request to any school principal or the superintendent's office.

Before any major identification, location, screening or evaluation activity, schools shall provide notice to parents. Accommodations for other languages or means of communications will be provided as needed. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information contact: **Rhonda Heller**
Director of Special Services
1501 North Ash
Owasso, Oklahoma. 74055
Phone: (918) 272-8021