

DAVIDSON COUNTY SCHOOLS
Annual Notice of Rights under FERPA

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

(1) The right to inspect and review the student’s education records within 45 days of the day the Davidson County Schools receives a request for access. Parents or eligible students should submit to the school principal 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.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Davidson County Schools 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 school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing 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.

(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. 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 school system 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 school system 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. 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 school system discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. A copy of the records disclosed to another school district will be provided to parents or eligible students upon request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system 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 20202-4605

(5) In addition, parents and eligible students have the right to refuse to allow the school system to release their child’s “directory information”, as explained below.

During the school year, your child may make headlines as a hero of the big game, or he or she might win an academic honor. Often stories about what is happening at school will feature students. Davidson County Schools might want to use your child’s name or may get a great photograph or videotape of your child that we’d like to use in a school district publication or presentation.

The Family Educational Rights and Privacy Act (FERPA) permit school districts to release directory information to members of the general public who request it. Davidson County Schools may release directory information to certain people and institutions, such as the news media, unless the parent or eligible student requests that such information not be released. Directory Information includes:

- Student name, address, phone number, and email address
- Date and place of birth
- Grade level
- Major field of study
- Photograph/video of student
- Participation in officially recognized activities and sports
- Dates of attendance
- Weight and height of athletic team members
- Degrees and awards received
- Most recent previous educational institution attended
- School newsletters or other publications

Parents and eligible students have the right to refuse the release of any or all directory information.

Please complete the *Consent to Release Student Directory Information Opt Out Form* if you are requesting to withhold any directory information about your student.

The request to withhold directory information will be in effect from the date it is received by the school until the date your student graduates or is released from Davidson county Schools.

You may change you preferences at any time by submitting a new form to DCS.

Authority: 20 U.S.C. 1232g; 34 CFR Part 99

Consent to Release Student Directory Information Opt Out Form

Student's Last Name: _____ Student's First Name: _____

According to the *Family Educational Rights and Privacy Act of 1974* (FERPA), directory information about students may be released by Davidson County Schools without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information.

Davidson County Schools has designated the following information as directory information:

- student's name, address, parent's telephone listing
- degrees, honors and awards received
- photographs and videos used for informational or news-related purposes of a student in school or school sponsored activities that have appeared in school publications
- information in relation to officially recognized activities and sports
- grade level
- dates of attendance
- weight and height of members of athletic team
- date and place of birth

The primary purpose of directory information is to allow Davidson County Schools to celebrate the accomplishments of its students by sharing information with the community. To do this, the District may submit press releases to the local media (newspapers, radio, television, and online news blogs) that include student directory information, such as names, grade levels, information related to student accomplishments, photographs and video recordings. In addition, we may choose to display such information at various school functions, post information on the District's website and social media channels, and/or publish information in District-sponsored publications.

District-sponsored publications and videos include:

- Informational videos
- Graduation programs; and Sports activity sheets or athletic team rosters
- A playbill or program, showing your student's role in a theatre production, musical performance or other DCS event
- The annual yearbook
- Honor roll, scholarships, awards or other recognition lists

In addition, directory information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers. Federal No Child Left Behind legislation requires DCS to provide all branches of the military with three directory information categories for students -names, addresses, and telephone listings - unless parents/guardians (or students 18 years of age or older) have advised the school that they do not want their student's information disclosed without prior written consent.

Parents/guardians have the right to have directory information withheld upon written request.

If you agree to allow Davidson County Schools to release directory information about your student, you need not reply.

If you prefer to deny release of your student's directory information, please complete the form below and return it to your child's school.

Only return this form to DCS if you are requesting to withhold directory information.

By signing and returning this form to DCS, I DO NOT grant permission to Davidson County Schools to release directory information for my student as follows:

- Do Not Release to U.S. Military (Army, Navy, Air Force, Marines, etc.)
- Do Not Release to Colleges and other educational institutions
- Do Not Release to Prospective Employers
- Do Not Release to Political Offices
- Do Not Release to Media or include my student's directory information* in District-sponsored publications (yearbook, graduation program, theatre playbill, athletic team rosters, etc.), display such information at various school functions, or post such information on the District's cable channel, website and social media channels.

*(Directory information includes your student's name, grade level, photos/video, honors, accomplishments, and awards received).

The request to withhold directory information will be in effect from the date it is received by the school until the date your student graduates or is released from Davidson County Schools.

You may change your preferences at any time by submitting a new form to DCS.

Parent /Guardian (Signature) _____ Date: _____

Parent/Guardian (Print Name) _____