



ALLEN PARK PUBLIC SCHOOLS

Riley Education Center ▪ 9601 Vine, Allen Park, MI 48101 ▪ (313) 827-2150

...an uncompromising commitment to excellence

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age 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 District receives a written 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. The principal will make arrangements for access and notify the parent or eligible student of the time and location where the records may be inspected.

(2) The right to request the amendment of the student's education records. Parents or eligible students may ask the Allen Park Public School District to amend a record that they believe is inaccurate or misleading. They should submit a written request to the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to obtain a copy of the District Policy on Student Records.

(4) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. However, the district may disclose some student information without written consent when the information is designated "Directory Information" unless advised to the contrary in accordance with district procedures. The primary purpose of the 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 program or playbill, showing your student's role in a drama production
- the annual yearbook
- the honor roll or other recognition lists
- graduation program
- sport activity sheets such as for wrestling, showing weight/height of team members or sports banquet programs
- webpages, social media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to certain organizations without a parent's prior written consent. These organizations include, but are not limited to, other schools the student is seeking to attend, class ring manufacturers, annual school photographer, state or federal authorities reviewing programs or enforcing state or federal laws, and/or a court by order of a subpoena.

In addition, law requires that the district must, upon request, provide military recruiters and colleges and universities access to the three directory information categories: names, addresses and telephone listings, unless parents have advised the school that they do not want their student's information disclosed without prior consent.

"Directory Information" includes: student name, address, phone number, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports,

weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

If you do not want the Allen Park Public Schools to disclose directory information about your student and/or disclose information about your student to the military recruiters and colleges and universities without your prior written consent, you must notify the principal at the school your child attends in writing by October 1 (forms provided/available on our website).

One exception that 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. 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 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(5) 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 Ave. SW
Washington, D.C. 20202-5901



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FERPA ANNUAL NOTICE OF RIGHTS

Directory Information

Access to APHS/APCS Student Information

Please fill out this form and return it to your child's school, *only if you wish to limit the release of your APHS/APCS student's directory information and/or release of information to military or college and university recruiters.* Please complete a separate form for each child.

"Directory Information" (please check one)

- Do not release my APHS/APCS student's "directory information" at any time.
- Do not release my APHS/APCS student's "directory information" until you have first obtained my prior written parental consent before doing so.

Colleges, Universities, or Institutions of Higher Learning (please check one)

- Do not release my APHS/APCS student's information to colleges, universities or institutions of higher learning at any time.
- Do not release my APHS/APCS student's information to colleges, universities or institutions of higher learning until you have first obtained prior written parental consent before doing so.

Military Recruiters (please check one)

- Do not release my APHS/APCS student's information to military recruiters at any time.
- Do not release my APHS/APCS student's information to military recruiters until you have first obtained my prior written parental consent before doing so.

Name of Student: _____

Address: _____ City: _____ Zip Code: _____

Email Address: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

Adult Student Signature: _____ Date: _____

OFFICE USE ONLY	
Date Received	Staff Name/Initials



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FERPA ANNUAL NOTICE OF RIGHTS *Directory Information* *Access to Elementary/APMS Student Information*

Please fill out this form and return it to your child's school, *only if you wish to limit the release of your Elementary and/or Middle School student's directory information about your child.* Please complete a separate form for each child.

"Directory Information" (please check one)

- Do not release my student's "directory information" at any time.
- Do not release my student's "directory information" until you have first obtained my prior written parental consent before doing so.

Name of Student: _____

School Building: _____ Arno _____ Bennie _____ Lindemann _____ APMS

Address: _____ City: _____ Zip Code: _____

Email Address: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY	
Date Received	Staff Name/Initials