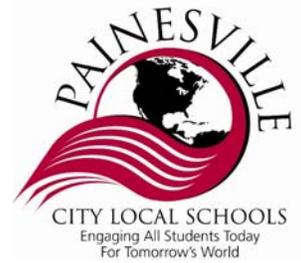


Notification of Rights under FERPA For Painesville City Local Schools



The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or Director of Special Education a written request that identifies the record(s) they wish to inspect. The School official 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 are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or Director of Special Education, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 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 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 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.

(4) The release of a student's educational records is governed by FERPA and Section 3319.321 of the Ohio Revised Code. Both FERPA and Ohio law allow the release of "directory information" without prior consent, unless the parent/guardian or eligible student age 18 or older) requests, in writing, that directory information not be disclosed. The District considers the following information "directory information":

- Student's name;
- Student's address;
- Telephone number (s);
- Student's date and place of birth;
- Major field of study;
- Participation in officially recognized activities and sports;
- Student's weight and height for members of athletic teams;

- Dates of attendance (“from and to” dates of enrollment);
- Student’s achievement awards or honors
- Date of graduation
- Student’s grade; and
- The most recent educational agency or institution attended

Additionally, authorized District employees may videotape and/or photograph students engaged in classroom and extracurricular programs, activities and other school functions. Videotapes and/or photographs may be shared with the public through the District’s newsletters, reports, web site or other District communications, unless the parent/guardian or eligible student requests, in writing, that videotapes or photographs of the student not be publicized.

A form is available, upon request, for those parents/guardians or eligible students who do not want directory information released and/or do not want videotapes or photographs published.

The District, directly or through it’s A-Site, will also release personally identifiable student information to another school, school system or institution of postsecondary education in which a student seeks or intends to enroll or that is providing services to the student upon receiving a request from the institution. Parents/guardians or eligible students will receive a copy of all information disclosed upon request.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Painesville City Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605