

**ANNUAL NOTICE TO PARENTS AND ELIGIBLE STUDENTS  
OF THEIR RIGHTS CONCERNING EDUCATIONAL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) and West Virginia Board of Education Policy 4350, Procedures for the Collection Maintenance and Disclosure of Student Data afford parents, and students age 18 and older ("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 Monroe County Schools receives a request for access to records.

Parents or eligible students should submit to the school principal, or other appropriate school administrator, a written request that identifies the record(s) they wish to inspect. The administrator 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 Monroe 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. A form for this purpose is available at the schools and at the Board of Education office. If the school district decides not to amend the record as requested by the parent or eligible student, the district 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 of 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 disclosures 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 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 school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). 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, Monroe County Schools

discloses educational records without consent, to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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, 600 Independence Avenue SW, Washington, DC 20202-4605.
5. To know that Monroe County Schools may disclose, without written parental consent, certain categories of personally identifiable information designated as "directory information" which shall consist of the following:

Student's name

Address

Telephone listing

Date and place of birth

Major field of study

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Dates of attendance

Degrees and awards received

The most recent previous educational agency or institution attended by the student

6. To refuse to permit the disclosure of any or all categories of personally identifiable information with respect to a student's directory information, you must inform the school district, in writing, within ten (10) calendar days of this notification, that such information is not to be released as directory information with respect to the student. The directory information refusal form (C-6) is available from each school principal and from the Director of Student Services at the Board of Education Office.
7. To know that education records may not be destroyed if there is an outstanding request to inspect and review the records. Education records shall not be destroyed without parental/eligible student consent or documentation of attempts to notify parent/eligible student of the intent to destroy those records. Public notification, such as a notice of intent to destroy records, published in a newspaper prior to destroying any records, will be considered as an attempt to notify parent/eligible student that records will be destroyed. Exceptional student records shall be destroyed five years after the student is no longer receiving special education services or upon parental/eligible student request.
8. To know Monroe County Schools shall give either parent or a student full rights regarding access to education records unless the district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes those rights.

9. To know that a record is maintained of requests for and disclosures of personally identifiable information from the educational records of a student and you as a parent or eligible student may inspect the record.
10. To a translation or interpretation of the records, or policies, if the primary language of your home is other than English.
11. To review the complete school system policy regarding the Collection, Maintenance and Disclosure of Student Data. To review, contact the Director of Student Services at the Board of Education Office (772-3094).
12. To know that if your child receives special transportation services, the bus operator and/or bus monitor will be given: student name and address; parent name and address; home and work telephone numbers; emergency health care information and other provisions for the safety of the student.

C-6

### DIRECTORY INFORMATION REFUSAL FORM

Directory Information, as defined by the Monroe County Schools, includes the following categories:

1. Student's name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. The most recent previous educational agency or institution attended by the student

Once such information is published as Directory Information, it may be disclosed at the discretion of the school system without written parental or student permission.

You have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to your child. If you so refuse, you must inform the school system with thirty (30) calendar days of this announcement.

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C-7

The Directory Information Refusal Form should be returned to the local school where the student attends.

I refuse to permit the designation of these categories of information as Directory

Information for \_\_\_\_\_ of \_\_\_\_\_ School in

(Student's Name)

(School's Name)

Monroe County.

Specify category:

- \_\_\_\_ 1.
- \_\_\_\_ 2.
- \_\_\_\_ 3.
- \_\_\_\_ 4.
- \_\_\_\_ 5.

- \_\_\_\_ 6.
- \_\_\_\_ 7.
- \_\_\_\_ 8.
- \_\_\_\_ 9.
- \_\_\_\_ 10.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature