

**POLICY # 1.20**  
**FERPA-Family Educational Rights and Privacy Act**

The Eufaula School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) These policies may be found in the Eufaula Public School Policy and Procedure manual in the section labeled 'Students.'" Copies of this board-approved school district policy are available for review in the office of the superintendent, in the principal's office in each school building, and in the office of the special education coordinator.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches the age of eighteen years of age or enrolls in a post secondary school. The student then becomes an 'eligible student.'

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

The right to inspect and review the student's educational record

The right to consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act and the regulations in this part authorize disclosure without consent

The right to request an amendment of a student's education record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of the Act.

The right to obtain a copy of the policy as adopted by the Eufaula Board of Education.

The Eufaula School District will arrange to provide translations of this notice to non-English speaking parents in their native language.

The Eufaula Public School District proposes to designate the following personally identifiable information contained in a student's education record as " directory information " and it will disclose that information without prior written consent.

(As permitted by P.L. 99-31):

The student's name

The name of the student's parents

The student's date of birth

The student's grade level (i.e., kindergarten or tenth)

The student's participation in officially recognized extracurricular activities

The student's achievement awards and honors

The student's weight and height, if a member of an athletic team

The school or school district the student attended before he or she enrolled in the Eufaula School District

The student's photograph

The student's address

Within the first three weeks of each school year, the Eufaula School District will publish in the Indian Journal and the Lake Eufaula World the list, or a revised list, of the items it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time of enrollment.

After the parent or eligible student has been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all the items they refuse to permit the school district to designate as directory information about the student.