FERPA Notification

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without prior consent.
a) FERPA authorizes disclosure without consent if the disclosure is to school officials with legitimate educational interests. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), school psychologist, therapist, support staff member or a person serving on the Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the Board would otherwise use its employees and who is under the direct control of the Board with respect to the use and maintenance of PII from education records and is subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records. .A school official may also include an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee; or a parent, student, or other volunteer 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, perform a service or benefit for the student or the student's family or to provide a defense to the Corporation with respect to any of these tasks.
b) Upon request, North Montgomery Community Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
c) FERPA authorizes disclosure without consent if the information is designated as "directory information." "Directory information" is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; e-mail address; photograph; major field of study; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; scholarships.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

In accordance with Federal law, the Board shall comply with FERPA when releasing students' information to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by North Montgomery Community Schools to comply with the requirements of FERPA.

FERPA Opt Out

School Policy 8330 defines "directory information" which North Montgomery Community Schools is permitted to release without specific parental permission to reliable third parties. Under the Family Educational Rights and Privacy Act (FERPA), parents/legal guardians of students have the right to request the withholding of this "directory information." Each student must have their own Opt Out Form. The FERPA Opt Out Form remains valid for the current school year; a new form must be signed for each school year. This form must be received by your child's school within 10 business days of the start of school or within 10 business days of enrolling your student in order to withhold information.

Student Name _____

Student Grade _____

School Name _____

I do not wish North Montgomery Community Schools to release any directory information for my child. I understand this means that my child's personally identifiable information will not appear without my consent in any school directory, yearbook, media coverage, brochures/pamphlets for graduation or special events, sports team rosters, published honor roll information, etc.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____