



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(Only complete this form if you DO NOT WANT YOUR CHILD to be included in directories such as YEARBOOKS, PLAY PROGRAMS, HONOR ROLL LISTS, ETC. Return even if left blank.)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 (“eligible students”) the following rights to the student’s educational records.

(1) The right to inspect and review the student’s education records within 45 days of their initial request to the district. After parents or eligible students submit a written request to the principal identifying the record(s) they wish to inspect, the principal will arrange for access and tell the parent or eligible student when and where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies of records.

(2) The right to request an amendment to the student’s educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask for amendment of a record believed to be inaccurate or misleading by writing to the school principal and clearly identifying the record to be changed and specifying why it is inaccurate or misleading. If the District decides not to amend the record, the District will notify the parent or eligible student of the decision and advise them of the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

(3) The right to file a complaint with the U.S. Department of Education. The Office administering FERPA is the Family Policy Compliance Office, 600 Independence Avenue, SW, Washington D.C. 20202-4605.

FERPA also allows West Clermont Local Schools to share portions of educational records without parental consent with school officials with legitimate educational interests. A school official is an employee of West Clermont Local Schools or a person/entity designated to perform tasks; or a person serving on an official committee, such as a disciplinary committee. A legitimate educational interest exists if the official needs to review an education record in order to fulfill a professional responsibility. For example, if a student plans to enroll in another school district, West Clermont will disclose education records to the receiving district upon the receiving district’s request.

Unless we hear from you otherwise, West Clermont Local Schools will assume your child’s name, address, telephone number, gender, birth date, participation in activities or sports, weight and height of athletic team members, awards, dates of enrollment, grade level and intended field of study may be disclosed in district directories. Parents who DO NOT want any or all of the above portions of educational records to be disclosed in district directories should sign below and return it to their school’s main office. **THIS WILL EXCLUDE YOUR CHILD FROM INCLUSION IN YEARBOOKS, GROUP PHOTOS, PLAY AND CONCERT PROGRAMS, SPORTS ROSTERS, HONOR ROLL LISTS, INFORMATION RELEASED TO SCHOOL VENDORS (SUCH AS CLASS RING VENDORS), COLLEGES AND POST-SECONDARY TRAINING INSTITUTIONS (EX: SCHOLARSHIPS FOR COLLEGES,) etc.** A copy of this request will remain on file at the school for one year.

To decline inclusion in district publicity and media stories, please sign the Media and Publicity Exclusion Form.

West Clermont Local Schools cannot decline to provide recruiters this information under the No Child Left Behind Act unless the Military Service and Institutions of Higher Education Opt-Out Form is completed and on file. (high school only)

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Student Name: _____ Grade/School: _____

Parent/Guardian Signature: _____ Date: _____