

Shelby Public Schools Annual Notification of Your Rights under FERPA

In accordance with the Family Education Rights and Privacy Act (FERPA), students' education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/guardian's prior written consent. The law, however, **does** allow schools to release student "Directory Information" without obtaining written consent, unless an Opt Out Form has been filled out and returned to the school.

The Board of Education of Shelby Public Schools has designated the following information as "Directory Information":

- 1) Student's Name
- 2) Participation in officially recognized activities and sports
- 3) Height and weight, if a member of an athletic team
- 4) Date of Graduation
- 5) Awards Received
- 6) Honor Roll
- 7) Scholarships
- 8) Photographs and/or videos of students participating in school activities, events, and/or programs.
- 9) School assigned e-mails, for the limited purpose of online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned e-mails shall not be released as directory information beyond this/these limited purpose(s) and to any person entity but the specific online educational service provider and internal users of the District's Education Technology.

FERPA permits an educational agency or institution to disclose, without consent, personally identifiable information from students education records only to school officials within the educational agency or institution that the educational agency or institution has determined to have legitimate educational interests in the information.

A school official includes a teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions may also be considered a school official provided that they are performing an institutional service or function for which the agency would otherwise use employees and is under the direct control of the agency or institution with respect to the use and maintenance of education records.

A legitimate educational interest includes the following: the information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement, the information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school, the information is relevant to the accomplishment of some task or to a determination about the student, and the information is to be used consistently with the purposes for which the data are maintained.

As a parent /guardian of a Shelby Public Schools student, you have certain rights regarding your child's education records:

- The right to inspect and review the student's education records maintained by the school;
- The right to request that a school amend the student's education records;
- The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under a certain permitted situation; and
- The right to file a complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA. U.S. Dept of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 or call 1-800-USA-LEARN (1-800-872-5327)