



**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA),
ANNUAL PARENT/GUARDIAN AND ELIGIBLE STUDENT
NOTIFICATION AND REFUSAL FORM
2019-20 School Year**

Dear Parents,

The Federal Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or over ("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 in no case more than 45 days after the initial request is made.

Parents or eligible students should submit to the school principal or permanent records secretary a written request that identifies the record(s) they wish to inspect. The administration will make arrangements for access and review and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request an 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.

Parents or eligible students who wish to ask the school to amend a record should write the school principal or permanent records secretary, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 or 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 and applicable law authorizes disclosure without consent.

The District is permitted to disclose education records to school officials with legitimate educational interests without consent. A school official is a person employed by the school 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 has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 or function within the district.

4) Parents/Guardians and eligible students have the right to obtain a copy of the Rockwood School District Policy and Regulation 2400 which is located on the District website at <http://www.rsdmo.org/boardofeducation/policiesandregulations/Pages/Policy2400-StudentEducationalRecords.aspx>. Regulation 2400 contains all the exceptions permitting disclosure of student education records without consent.

5) 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 are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
(1-800-872-5327)



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NOTIFICATION AND REFUSAL FORM
2019-20 School Year**

Under the federal Family Educational Rights and Privacy Act (FERPA), certain information about students has been designated as "Directory Information."

The Rockwood School Board, in Regulation 2400, has identified directory information that includes, but is not limited to: student's name; student's birth date; the name of the student's parent/guardian or other family member; the address of the student or student's family; the email address of the student's parent/guardian*; the phone number of the student or student's family; grade level; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, awards and honors received; the most recent previous school attended; photographs; and teacher, team or classroom assignment.

*Per Regulation 2400 the disclosure of email addresses as directory information will not be permitted when requested by a candidate for a political office, or if such information will be used by any candidate for a political office in any election.

The Rockwood School District may disclose this directory information without a parent's consent.

This information is requested annually, and must be renewed annually. If you do not want this information released, you have the right to refuse its disclosure. You may do this by providing the district with written notice of the information you do not want to be shared about your child(ren). Attached to this letter is a "Refusal to Permit Disclosure Form."

Only return the attached form if you wish to have specific information regarding your child excluded.

If you decide to refuse the release of this information, please refer to the clarifying information below:

- **Names, addresses, phone numbers, birth dates, email address:** If you choose to exclude any of this information for your child, it will **not be printed** in the Buzz Book or on any class-type lists. This would exclude your child from being included in the Buzz Book, on lists for Valentine's Day, birthday announcements, PTO lists, etc. **If your phone number is shown as unlisted in our student management system, it will not be included in directory information.**
- **Degrees and awards received:** This information would include activities such as winning the spelling bee, being the Geography Bee Champion, and winning scholarships. Information published for Honors Night would also fall into this category. **If you choose to exclude this for your child, any awards received by your child will be excluded from any district publications and/or awards ceremonies.**
- **Photographs:** This includes any/all photographs taken at school. If you choose to exclude this for your child, his/her picture will not appear in any district publication, including the yearbook (this is the official school yearbook photograph taken by the contracted photographer) and/or team pictures. **This does not include candid shots taken at public events or referencing those photographs in the index of the yearbook. NOTE: If a parent has a situation in which exclusion of a child's photograph is critical, please contact the Executive Director of Student Services or designee.**
- **Military Recruiters:** Military recruiters may request names, addresses and phone numbers of high school students. You may exclude your child's information from being released to the military by checking the appropriate box.

Refusal to Permit Disclosure forms need to be signed, dated, and returned to the main office of your child's school by **Friday, August 23, 2019**. Again, **only return this form if you wish to have information about your child excluded**. If you should have any questions, please contact the Executive Director of Student Services or designee at 636-733-2189.



**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA),
ANNUAL PARENT/GUARDIAN AND ELIGIBLE STUDENT
NOTIFICATION AND REFUSAL FORM
REFUSAL TO PERMIT DISCLOSURE OF DIRECTORY INFORMATION
2019-20 School Year**

Rockwood School District, under the Federal Family Educational Rights and Privacy Act (FERPA), may disclose appropriately designated "Directory Information" without written consent, unless parents/guardians have advised the District to the contrary in accordance with the District procedure. This information is requested annually, and must be renewed annually.

Directory information can be disclosed to outside organizations without a parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Only a parent or student (18 years of age or older) who wishes to have any/all of the designated "Directory Information" withheld from outside parties is to complete this form.

In addition to the requirements of FERPA, two federal laws require local educational agencies to provide military recruiters, upon request, with the names, address and telephone listings of secondary students unless the secondary student or the student's parents have advised the school in writing that they do not want the student's information disclosed.

Place an "X" in front of any information listed below that you do not wish to have disclosed about your child. Sign and date the form and return it to the Main Office of your child's school by Friday, August 23, 2019. Do not return this form if no information is to be excluded.

In accordance with Board of Education policy/regulation #2400, the Rockwood School District has designated the following as "Directory Information" for FERPA:

- | | |
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| <input type="checkbox"/> Student's name | <input type="checkbox"/> Major field of study |
| <input type="checkbox"/> Address of student or student's family | <input type="checkbox"/> Participation in officially recognized activities/sports |
| <input type="checkbox"/> Name of parent/guardian or other family member | <input type="checkbox"/> Weight and height of members of athletic teams |
| <input type="checkbox"/> Grade level | <input type="checkbox"/> Dates of attendance |
| <input type="checkbox"/> Teacher/Team/Grade level assignment | <input type="checkbox"/> Degrees, awards and honors received |
| <input type="checkbox"/> Telephone number of student | <input type="checkbox"/> Most recent school attended |
| <input type="checkbox"/> Student's date of birth | <input type="checkbox"/> Photographs (yearbook photo or district publication) |
| <input type="checkbox"/> Parent/Guardian email address* | |

*Per Rockwood Regulation 2400 the disclosure of email addresses as directory information will not be permitted when requested by a candidate for a political office, or if such information will be used by any candidate for a political office in any election.

Place an "X" in the following blank if you do not wish to have the student's name, address, and telephone number disclosed to military recruiters:

___ Military recruiter information

Except for the directory and military recruiter information indicated above, the District will obtain a signed and dated written consent from the parent/guardian or eligible student prior to disclosure of personally identifiable information. In accordance with FERPA and the Missouri Safe Schools Act, the Rockwood School District will disclose information to other schools in which a student intends to enroll, or is already enrolled at, upon request of such schools, so long as disclosure is for purposes related to the student's enrollment or transfer.

In accordance with FERPA and other applicable law, the Rockwood School District will disclose information to school officials who have a legitimate educational interest in the records, to authorized federal and state agencies and authorities, to law enforcement officials, to the Juvenile Court, with respect to financial aid applications, to conduct studies, to accrediting institutions, in response to a lawfully issued subpoena, in a health or safety emergency, and as otherwise required or permitted by law.

The District has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are school officials with legitimate educational interests because they act for and on behalf of the District with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student.

Student Name: _____ Date of Birth _____
 Parent/Guardian Signature: _____ Date: _____
 Student Signature (if 18 years and older): _____ Date: _____