



Berkeley County School District's 2017-2018 Denial of Student Information Release Form

PLEASE NOTE! This form should be completed and returned to your child's school ONLY if you would like to RESTRICT the release of the information described below during the 2017-2018 school year.

State and federal guidelines permit (and in some cases require) Berkeley County School District to release student information, unless parents/guardians opt out. The types of information that are subject to release are described below. **Should a parents/guardians choose to restrict the release of these types of information, they must complete and return this form to school within 15 days of the start of the school year.** Exclusions are honored for the entire school year, unless a change is indicated in writing and submitted to the school's office. A new form will need to be completed at the start of each school year in which the release of student's information is restricted. A new form may be submitted at any time to change selections.

Publicity Information: For publicity purposes, the District releases information about student activities and achievements in various ways including websites, newsletters, newspapers, public meetings, videos, media releases, social media, etc. ** If this information is restricted, the student will not be included in internal or external publicity about achievements of students and schools.*

Recruiter Information: Under the *No Child Left Behind Act* the District is required to release information about students to military and post-secondary institutions. ** If this information is restricted, the student will not receive information to include military college and scholarship opportunities.*

Directory Information: Directory information about students may be released upon request under the *Freedom of Information Act*. Under FERPA, "Directory information" can include the following: name, address, phone number, date of birth, dates of attendance, photographs, height & weight of athletes, honors, degrees, awards, and participation in activities and athletics. ** If this information is restricted, the student will not be included in the yearbook or school roster. The student will not be included in publicity about achievements of students and schools. The student will not receive information to include military, college and scholarship opportunities.*

Please place a check next to the information you do not want released about your child.

The District MAY NOT release the following information for the specified student during the 2017-2018 school year. *(Please check the box below for each type of information you would like to restrict and return this form to the school.)*

Publicity Information
 Recruiter Information
 Directory Information

Student's Legal Name

Date of Birth

School Name

Parent Signature

Date

School Office Use: Date Received: _____ Date Entered into PowerSchool: _____



Family Educational Rights and Privacy Act (FERPA) Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the students' education records. These records include any records directly related to a student and maintained by the school district or a party acting for the school district.

These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where they may inspect the records.

(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. Parents or eligible students who wish to ask the school to amend a record should write the principal, 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 privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance 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. Upon request, the school 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; accrediting organizations; to comply with a judicial order, lawfully issued subpoena, or a family court judge or duly authorized representative; appropriate parties in connection with financial aid; to appropriate parties in connection with an emergency to protect the health and safety of the student; and organizations conducting studies for the purpose of developing, validating, or administering predictive tests and improving instruction as long as students and/or their parents are not personally identified and the records are destroyed when no longer needed for the prescribed purpose.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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, D.C. 20202-8520.

Berkeley County School District's policies on student records (Policy JR) is available in the Board Policy Manual posted on the district web site at, www.boarddocs.com/sc/berkeley/Board.nsf/Public.