

Eastern High School Notice of Student Information Release

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Eastern Camden County Regional School District (ECCRS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, ECCRS may disclose appropriately designated "directory information" without written consent, unless you have advised the District otherwise. Directory information is generally considered not harmful or an invasion of privacy if released. The primary purpose of directory information is to allow ECCRS to include this type of information from your child's education records in certain school publications and to outside organizations that conduct school business. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Class rings;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity information.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

If you do not want Eastern to disclose directory information from your child's education records without your prior written consent, you must notify your child's counselor to secure the necessary form. Eastern has designated the following information as **directory information**:

- **Name**
- **Address**
- **Phone**
- **Photograph for authorized school publications and media**
- **Grade Level**
- **Athletic Information for programs and media publications**
- **Degrees, honors and awards received for school programs**

EXCEPTION

No personal information will be put on the school's web site without separate parental consent.

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 student's education records. 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 School principal [or appropriate school official] 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 the records may be inspected.

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 School principal [or appropriate school official], 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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. [Optional] 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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, DC 20202-8520

To opt out of these releases – contact your child's guidance counselor for the proper form that must be completed.