

**NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING
EDUCATION RECORDS**

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in School Board Policy 8330, entitled "Student Records." Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary education records.
3. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
7. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, home address, date and place of birth, parent home and work telephone numbers, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees, awards and honors including academic and sports accomplishments, motor vehicle description (including license plate number), hair and eye color, race, sex, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing form FERPA-1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than 14 calendar days from the beginning of the school year.
8. Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by state law (I.C. 20-33-10-2). A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student's sophomore year in high school. This form is identified as Denial of Permission to Release Student Directory Information to Recruiting Representatives of the Military Services and Military Academies.