

WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION
WEST LAFAYETTE, INDIANA 47906

Dear Parents/Students:

Under the Family Education Rights and Privacy Act of 1974, a school corporation may provide requested information "on enrolled students from various associations, alumni groups, proprietary and/or trade schools, etc." without securing "the prior written consent of the parent/student provided the local school corporation has previously provided parent/student with the required annual notice regarding directory information". The school routinely prepares and publishes lists of student names for such purposes as honor roll, class rosters, athletic eligibility rosters, team rosters, school directories, special program lists, etc. This policy will continue this year, but if you or your parents prefer that your name not appear on any or all of these lists, a note requesting omission should be directed to the principal no later than August 27th.

CONSIDER THIS YOUR NOTICE:

F.E.R.P.A and its regulations define directory information as including a student's:

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance
6. Honors and awards
7. Other similar information; e.g., alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

NOTIFICATION OF PARENTS AND STUDENTS OF THE IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

To: Parents and Students

On August 21, 1984, the United States Congress adopted an amendment to the General Education Provisions Act called "Family Educational Rights and Privacy Act of 1974", dealing with student records. In broad outline, this Act provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parents right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student himself may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times.
4. The parent has a right to have a record corrected if it "is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students."
5. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have legitimate educational interests; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of the Superintendent of Schools.