

## Family Educational Rights And Privacy Act Annual Notification

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They 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 principal 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 is inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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 educational records, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to: (a) school officials with legitimate educational interests; (b) other schools to which a student is transferring; (c) individuals who have obtained court orders or subpoenas; (d) individuals who need to know in cases of health and safety emergencies; (e) official in the juvenile justice system to improve education outcomes; (f) A State agency or organization that is legally responsible for the care and protection of the students, including the responsibility to investigate a report of educational neglect; (g) specified officials for audit or evaluation purposes; or (h) organizations conducting studies for or on behalf of the District.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-4605

### School Officials with Legitimate Educational Interest

FERPA permits disclosure of education records or student personally identifiable information ("PII") to school officials with legitimate educational interests. A school official is a person employed by, under an agreement with, or volunteering for the District 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 District has contracted to perform a special task (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 educational record in order to fulfill his or her professional responsibility. The District will share with a school official only those education records necessary for the school official to fulfill his/her professional responsibilities or contractual obligations. Upon request, the School and/or District may disclose education records without consent to officials of another school system or institution of postsecondary education where the student seeks or intends to enroll.

### Canyons School District Legal Designation

Canyons School District designates Risk Management as the District's Law Enforcement Unit and School Resource Officers as the School's Law Enforcement Unit as provided under FERPA (Family Education Rights Privacy Act), pursuant to 20 U.S.C. 1232g(a)(4)(ii) and 34 C.F.R. 99.8. School security equipment shall be the responsibility of the District's law enforcement unit. School security records, including but not limited to, school security campus videotapes or school bus videotapes, are created and maintained under the direction of the District's law enforcement unit. These records are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(ii)]. In addition, records created by the School's Law Enforcement Unit are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(ii)]. If the District's law enforcement unit or School's law enforcement unit provides these records to the School's officials for student disciplinary purposes, the records maintained by the School officials may become student records or educational records.

### Directory Information Notice

The Family Education Rights and Privacy Act (FERPA) require that Canyons School District, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child's records. However, Canyons School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information means information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed.

Directory information may be used to publish school directories, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes, which would not normally be considered an invasion of student privacy. Directory information may also be disclosed to outside agencies. Outside organizations may include, but are not limited to, companies that manufacture class rings, publish yearbooks or take school pictures.

Canyons School district has designated the following information as "directory information": student's name, address, telephone listing, electronic mail address(es), grade, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, honors and awards, date of graduation, school awarding graduation credential, title of credential, and most recent school attended. If you do not want your child's local school or Canyons School District to disclose directory information from your child's educational records without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.

### Military Recruiter Notice

In addition, federal law require local educational agencies 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 of high school juniors and seniors. Canyons School District will disclose this information unless parents have advised the local school in writing within 20 days of enrollment that they do not want their student's information disclosed (See, Policy-500.8, Exhibit 2, Military and College Recruiting Opt-out).