

Fairbanks North Star Borough School District
Parent Notification of Rights under FERPA – Annual Review

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Fairbanks North Star Borough School District (FNSBSD) receives a request for access.**

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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 FNSBSD to amend their child's or their education 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 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 (PII) contained in the student's education records.** Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent to the following parties:

- School employees with legitimate educational interests;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state laws; and
- School officials with legitimate educational interests.
 - *A school official may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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 typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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School Board Policy 1080.1

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA requires the Fairbanks North Star Borough School District, with certain exceptions, obtain written consent from the parent/guardian or student who is 18 years of age or older ("eligible student") prior to the disclosure of personally identifiable information.

Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, colleges and universities, media reporters, government agencies, and various private businesses to facilitate services to students. In addition, federal law requires the district to provide military recruiters, upon request, with the following information: name, address, and telephone listings - unless a parent/guardian or eligible student has opted out of the release.

The Fairbanks North Star Borough School District has designated the following information as directory information:

- Name;
- Current Mailing Address;
- Name of School Currently or Previously Attended;
- Grade Level;
- Dates of Attendance and/or Graduation;
- School Awards, Honors, Recognitions;
- Participation in Sports and Activities;
- Height and Weight (interscholastic athletes only);
- Guardian Email Address;
- Preferred Student Email Address;
- Telephone Number; and
- Photograph.

Disclosure of Directory Information Without Consent

The district may disclose appropriately designated "directory information" without written consent, unless a parent/guardian or eligible student has advised the district to the contrary, in accordance with Fairbanks North Star Borough School District procedures (as stated below under Withholding Consent). The primary purpose of directory information is to allow the district to include information from a student's education record in certain school publications. Examples include:

- a playbill, showing a student's role in a drama production;
- the annual yearbook or ACT/SAT test registration;
- honor roll or other recognition lists;
- graduation programs; or
- sports activity sheets, such as wrestling, showing weight and height of team members.

Withholding Consent (Opting Out)

Parents/guardians and eligible students can indicate their preference to withhold consent for disclosing directory information in general and to military recruiters specifically. **This preference can be specified using the PowerSchool Parent/Guardian Portal under Registration>Annual Guardian Acknowledgments**, or by completing and returning a paper opt-out form available upon request from the school.