



Fairbanks North Star Borough School District

520 Fifth Avenue - Fairbanks, Alaska 99701-4756 (907) 452-2000

Parent Release of Student Information Form

**** Please return form to your student's school ****

Student Name _____
(Last) (First)

What is Directory Information? Schools may disclose, on an implied consent basis, "directory" type information according to the Family Education Rights and Privacy Act (FERPA). This type of information is commonly used by organizations to facilitate services to students and is released when a legitimate need to know is presented. However, parents or eligible students have the right to request the school not disclose directory information about them. Directory Information is limited to:

Student Name Schools Attended Awards and Honors Mailing Address Grade Level Dates of Attendance/Graduation

IF ITEMS 1-4 ARE LEFT BLANK, WE WILL ASSUME A "YES"

RELEASING INFORMATION TO MILITARY RECRUITERS

The Every Student Succeeds Act of 2015 requires school districts to release student names, mailing addresses and telephone numbers to military recruiters unless parents specifically restrict the release of this information.

1. Do you allow your student's name, mailing address and telephone number to be released to military recruiters? (Please respond as early as possible, lists are released to recruiters October 1st.) Yes No

DO YOU ALLOW YOUR STUDENT'S DIRECTORY INFORMATION TO BE RELEASED TO:

2. School related organizations? (e.g., PTA, senior photographers, honor roll list for newspaper) Yes No

3. Higher Education organizations? (e.g., Colleges and Universities) Yes No

**** Attention Parents of Juniors or Seniors **** *If you answer no to question 2 or 3 your student's name and address will not be released to organizations that provide information about high school graduation, college scholarships, senior photos, class rings or college information.*

4. Non-school related organizations? (e.g., businesses, banks, legislators) Yes No

IF ITEMS 5-10 ARE LEFT BLANK, WE WILL ASSUME A "NO"

DO YOU ALLOW YOUR STUDENT'S PHOTOGRAPH TO APPEAR IN THE FOLLOWING:

(Includes releasing your student's name and grade level)

5. YEARBOOK / CLASS PICTURES / ACT / SAT Yes No

6. SCHOOL / DISTRICT PUBLICATIONS Yes No
(e.g., newsletters, brochures, etc....)

7. SCHOOL / DISTRICT WEBSITE Yes No

8. PUBLIC NEWS MEDIA Yes No

OTHER STUDENT INFORMATION TO BE RELEASED

9. Do you allow your telephone number and email address to be released to the PTA? Yes No
(Parent Teacher Association)

10. Do you allow your student to be interviewed by the public news media? Yes No

Important - Please Read!

If you are this student's guardian, but you are NOT the legal parent you must provide proof of guardianship. Additionally, in cases of divorce or separation, unless the school receives a legal document or copy of a divorce decree stating that your child's other parent does not have access to your child's records, we are required by law to extend to the other parent access to student records. I acknowledge that I have been notified of my rights under the Family Educational Rights and Privacy Act (FERPA) and allow the release of information as indicated on this form. **** Giving false information can be penalized by law ****

Guardian Signature (required) _____ Date _____

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