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# SOUTH PASADENA UNIFIED SCHOOL DISTRICT

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY REGARDING PUPIL RECORDS

### IMPORTANT NOTICE FOR PARENTS/GUARDIANS – PLEASE READ

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. **Types of educational records maintained by the school include:**
  - Most recent previous school attended
  - Enrollment information including birth, residence statistics, and family composition.
  - Cumulative record of test scores, grades, courses taken, and disciplinary notations.
  - Attendance and health records.
  - Records required for admission to and progress in special education.
  - Teacher observations and recommendations to educational programs, student progress, and development.
  
- Parents or eligible students have the right to request that the school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his other view about contested information.
  
- Schools must have written permission from the parent or eligible student in order to release any directory information.
  - Directory information means information contained in an education record of a student that would not be generally considered harmful or an invasion of privacy if disclosed. (34 CFR 99.3; Ed Code 49061). Directory information includes:
    - Name and Address
    - Telephone Number
    - Electronic mail address
    - Photograph
    - Date and place of birth
    - Major field of study
    - Participation in officially recognized activities and sports
    - Weight and height of athletic team members
    - Dates of attendance
    - Degrees and awards received

Federal and State law determines release of information or access to your child's educational records. FERPA allows schools to disclose those records and directory information, **without consent**, to the following parties under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which the student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to State law.

South Pasadena Unified School District shall not release directory information regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed without the parent/guardian's prior **consent**. (Ed Code 49073; 20 U.S.C. 1232g).

Organizations requesting directory information include:

- Employers or potential employers.
- Federal, State and Local government agencies.
- Military Recruiters. (20 U.S.C. 7908; No Child Left Behind Act of 2001; P.L. #107-110 Section 9528)\*
- Press, television, radio and other news organizations.
- Private business or professional schools or colleges approved by California State Superintendent of Public Instruction.
- School affiliated organizations such as PTA, PTSA and Booster Clubs.
- University, colleges or other schools.

In the event any one of the above named organizations requests directory information from the school office, a letter notifying parents and/or guardians will be sent, with a date to return to the school site indicating your consent for the release of your student's directory information.

If you have any questions or concerns contact your school's principal.

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