

Dear Parent(s)/Guardian(s):

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that public schools provide a notice to parents of the types of student information that it releases publicly. This type of “directory information” is generally not considered harmful nor an invasion of privacy if disclosed, and may include the following items:

- Student’s name, address, telephone listing, date of birth
- Grade level, e-mail address, photograph, dates of attendance
- Participation in officially recognized activities and sports
- Athletic teams information

It is important to review the FERPA guidelines on the following page, as it is your right to decide whether or not to allow the Dumont School District to disclose this type of information in any directory. A decision to opt-out will certainly not endanger your child in any way, but it will impact your child’s connection to the school, as well as our ability to notify you of important messages.

Please note: Opting out will prevent the school from including any information (including pictures) regarding your child in the following places:

- ***Music concert programs***
- ***District Newsletters & Calendars***
- ***Class lists used by classroom parents for class functions***
- ***School Yearbook. Since all class pictures are placed in the yearbook, your child will not be allowed to stand with their classmates when this picture is taken.***
- ***Emergency Calling System via Powerschool. This directory is used to notify you of school closings or other unforeseen emergencies. So, if you decide to opt-out, you may not receive notification of such messages in a timely manner.***

We hope this information clarifies the FERPA Federal law, and helps our families make a decision they can be comfortable with. Rest assured, the Dumont School District will always make the protection of students’ personal information a top priority.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or their designee a written request that identifies the record(s) 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 School to amend a record should write the School principal or their designee, 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 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 privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-8520

Please complete and return with the required signatures by Monday, September 6, 2019

FERPA Notification

I have read the FERPA letter and notification as part of the online registration process and made a decision regarding the release of information for our student directories.

_____ I do **NOT** want to make my child's information available.

_____ I want to make my child's information available.

Parent Name

Parent Signature

Student Name

ESSA Compliance Section (Every Student Succeeds Act)

_____ I DO NOT want to release student contact information to Military Recruiters.

_____ I DO NOT want to release student contact information to College/University Recruiters.

_____ I DO NOT want to release student contact information to prospective employers.

Student Name

Signature of Student or Parent ***

Date

***Students have the right to request that their contact information not be released to recruiters. Parents can override a child's decision by notifying the school in writing, only if the student is under the age of 18. We encourage parents and student to discuss this information.