

# Annual Notification to Parents Regarding Confidentiality of Student Education Records

Dear Parent:

The Governing Board of Flagstaff Unified School District No. 1 has established written policies regarding the collection, storage, retrieval, use and transfer of a student educational records collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy.

Student records maintained by the district may include - but are not necessarily limited to - identifying data, report cards, transcripts, test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are collected and maintained in the administrative offices of each school under the supervision of the building principal. They are available for review by you, and by teachers and staff working with the student. Information is not released to others unless: (1) written consent of the parent permits disclosure, (2) it is directory information, (3) it can be released under limited circumstances permitted by law.

You have the right to inspect and review any and all records related to your child, including the listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school office and arrange an appointment with the principal. School personnel will be available to explain the contents of the records to you. Copies of student records will be made available when it is not practical for you to inspect and

review the records at school. A reasonable fee will be charged for copies per Policy JR-R.

If you believe the information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own to the record pursuant to procedures outlined in Policy JR-R. When an agreement between the parent and the principal cannot be reached, you have the right to a hearing. A hearing officer - one who does not have an interest in the outcome - will be assigned by the school to arbitrate the matter within the guidelines set forth in district policy.

A copy of the District Student Education Record Confidentiality Policies may be reviewed in the principal's office in each school. Federal law permits a parent to file a complaint with the U.S. Department of Education in Washington D.C. if you feel the school is violating public school records statutes.

Flagstaff Unified School District follows state and federal law concerning Directory Information. This is considered non-confidential information and may be publicly released without permission of parents. Directory Information includes data such as follows:

Student's name; date and place of birth; address; telephone number; grade; school of attendance; most recent school attended; diplomas, awards and honors received; participation in officially recognized activities (sports and school events), weight, height, class rank, GPA, ethnicity, and SAIS number.

Directory information can be requested by outside organizations, including the United States armed forces.

## **Options to NOT allow my Child's information Released**

**IF YOU DO NOT WISH ANY OR ALL OF THE ABOVE INFORMATION RELEASED ABOUT YOUR CHILD, YOU MAY REQUEST NONDISCLOSURE BY SIGNING THE FORM AT THE BOTTOM OF THIS PAGE AND RETURN IT TO THE PRINCIPAL. \*\*\*If this notification is not received, we will assume that your permission is given to use your child's Directory Information as described above.\*\*\***

- I DO NOT WISH ANY INFORMATION ABOUT MY CHILD RELEASED AS DIRECTORY INFORMATION TO REQUESTED OUTSIDE ORGANIZATIONS.**
- I DO NOT WISH ANY INFORMATION ABOUT MY CHILD RELEASED TO THE UNITED STATES MILITARY SERVICES.**
- I DO NOT WISH FOR MY STUDENT'S PHOTO/VIDEO TO BE USED IN SCHOOL-RELATED ACTIVITIES BY REPRESENTATIVES OF THE MEDIA (WHICH COULD INCLUDE TELEVISION) AND FOR USE OF THE SCHOOL DISTRICT IN VARIOUS MEDIA, SUCH AS NEWSPAPERS, BROADCASTS, NEWS RELEASES, SCHOOL/DISTRICT NEWSLETTERS AND DISTRICT WEBSITE.**

To: Principal of \_\_\_\_\_ School,  
I do not wish to have the information marked above concerning \_\_\_\_\_ released.  
(Name of student)

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or guardian)