

Public Notice of Access to Student Records and Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. This public notice explains parent/guardian rights in regard to their child's educational records. Once a student reaches the age of 18, the parent/guardian rights transfer to the student.

Parent/Guardian and Eligible Student Rights under FERPA

- To inspect and review the student's educational records
- To request that a school amend records that are believed to be incorrect, misleading, or otherwise violate a student's privacy
- To limit the disclosure of personally identifiable information in educational records, except:
 - when prior written consent is obtained from the parent/guardian or eligible student
 - disclosure of "directory information" as indicated below
 - as legally allowed by district staff with legitimate educational interests. A school official has a legitimate interest if the staff member needs to review a student record in order to fulfill his/her professional responsibilities.
- To file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Ave., SW
Washington, DC 20202-4605

Requests for access to student records or procedures to be followed for amending student records should be directed to the Superintendent of Schools (539-1501).

Release of Directory Information

Under FERPA, Directory Information may be disclosed by school districts without written consent unless the parent/guardian or eligible student notifies the district otherwise.

Directory Information is typically included in school district publications and is not considered an invasion of privacy. The Waterloo Central Schools will release or publish in school or student newspapers, athletic, musical, or theatrical programs, graduation programs or yearbooks, the following directory information pertaining to students as pertinent to the situation. This includes: name of student, address, telephone listing, date and place of birth, major field of study, participation in recognized activities including sports, height, weight (if members of athletic teams), degrees and

awards received and the name of the education agency or institution previously attended by the student. In addition, the WCS Board of Education policy on student directory information authorizes the release of graduation lists to government officials and the media; honor rolls and other awards to the media; lists of athletic team members to the public, other schools, and the media, and names, addresses, and telephone numbers to military recruiters.

Disclosure to the Military

Pursuant to the No Child Left Behind Act of 2001, the Waterloo Central School District must disclose to military recruiters, colleges and universities, the names, addresses, and phone numbers of secondary students unless parents of students age 18 and over notify the district that they do not want information released without their prior written consent.

If you do not want such information (name, address, and phone number) released to military recruiters, colleges or universities, please write a letter to the Superintendent of Schools within 14 days of the publication of this notice or within 20 days after enrolling in school.

Please contact the Superintendent's Office at 539-1501, if you have any questions regarding student directory information.