

# Intradistrict Communication

DATE: May 20, 2016

TO: All Principals

FROM: Administrators of Schools   
Dr. Anthony Godfrey, Associate Superintendent of Schools   
Luann Leavitt, Consultant for Planning and Student Services 

SUBJECT: Family Educational Rights and Privacy Act (FERPA) Notification  
**The attached Annual Notification was revised in 2016-17**

Enclosed is a copy of the Family Educational Rights and Privacy Act Annual Notification and Directory Information disclosure. Please note that the notification has been revised to include language concerning release of information when a student poses an articulable health or safety threat. By law we are required to annually notify eligible students and parents of their rights under this act.

**This revised notification must be included with the 2016-17 registration materials that you send to parents/students. Please send both a copy in English and a copy in Spanish.** (The two versions may be run back-to-back.) The forms will be included in the elementary, middle, and high school registration materials and the school online registration materials.

Please make additional copies of both the English and Spanish versions. These copies could then be given to the registrar, attendance office, and/or counselors to give to those students entering your school during the school year who did not receive the initial registration materials. **It is imperative that the parents of every student who attends your school, anytime during the school year, be given a copy of this notification.**

**You must notify me immediately if you receive written notification from a parent or eligible student indicating they refuse to let the school disclose any or all of the information designated as "Directory Information."** All requests for student information from any branches of the military or from other outside agencies must be processed through Planning & Student Services. Please do not release information from your school.

Merely stating that the student does not want to be listed in the school directory **does not qualify as written notification for FERPA purposes** and does not need to be sent to this office.

Thank you for your help.

Enclosures

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**  
**ANNUAL NOTIFICATION**

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. They 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 appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 is inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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 consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent include:

(a) Disclosure to school officials with legitimate educational interests. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

(b) If a student poses an articulable and significant threat to the health or safety of the student or other individuals, the educational agency may disclose to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the School and/or District may disclose education records without consent to requesting school districts, officials of another school system or institution of postsecondary education where the student seeks or intends to enroll. Local, state and federal agencies may redisclose personally identifiable information in accordance with the same requirements, and must make available to Jordan School District a record of any further disclosures.

(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 20202-4605

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#### **DIRECTORY INFORMATION NOTICE**

The Family Education Rights and Privacy Act (FERPA) requires that Jordan School District, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child's records. However, Jordan School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information means information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed.

Directory information may be used to publish school directories, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes, which would not normally be considered an invasion of student privacy. Directory information may also be disclosed to outside agencies. Outside organizations may include, but are not limited to, companies that manufacture class rings, publish yearbooks or take school pictures. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings of high school juniors and seniors – unless parents have advised the local school that they do not want their student's information disclosed without their prior written consent.

Jordan School district has designated the following information as "directory information:" student's name, address, telephone listing, grade, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, honors and awards, date of graduation, school awarding graduation credential, title of credential, and most recent school attended.

**If you do not want your child's local school or Jordan School District to disclose directory information from your child's education records without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.**

**If you do not want your child's local school or Jordan School District to provide directory information from your child's education records to military recruiters without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.**

JORDAN SCHOOL DISTRICT  
Department of Planning and Student Services

**LEY DE LOS DERECHOS Y LA PRIVACIDAD EN LA EDUCACIÓN FAMILIAR**  
**ANUNCIO ANUAL**

La Ley de los Derechos y la Privacidad en la Educación familiar (FERPA) le otorga a los padres y “estudiantes elegibles” mayores de 18 años, ciertos derechos con relación a los registros estudiantiles. Tales derechos son:

(1) El derecho de inspeccionar y revisar los registros académicos dentro de 45 días a partir del día que la escuela recibe la solicitud para verlos. Los padres o los estudiantes elegibles deben entregarle al director de la escuela (o al funcionario correspondiente) una solicitud por escrito en la que se identifique el registro que se desea revisar. El director hará los arreglos necesarios y notificará a los padres o al estudiante del lugar y la hora donde se podrán revisar los registros.

(2) El derecho de solicitar la corrección de registros que padre o estudiante creen que son incorrectos o ambiguos.

Los padres o los estudiantes elegibles pueden pedir a la escuela que corrija los registros que ellos consideran que están incorrectos o son ambiguos. Le deben escribir al director de la escuela y claramente identificar qué parte de los registros desean que se cambien, especificando por qué consideran que son incorrectos ambiguos.

Si la Escuela decide no corregir los registros de acuerdo con la solicitud de los padres o del estudiante, la escuela le(s) informará sobre la decisión tomada y sobre el derecho que tienen de tener una audiencia con relación a su solicitud de corregir un registro. Cualquier información adicional sobre los procedimientos para participar en la audiencia se le entregará a los padres o al estudiante cuando oficialmente se le notifique sobre el derecho de tener una audiencia.

(3) El derecho de consentir para que se muestre la información que pueda identificar a una persona como resultado de los datos que hay en el registro académico, con las excepciones de que FERPA autorice que los documentos se muestren sin tener que obtener consentimiento alguno.

a) Otorgado a los funcionarios de la escuela que tengan que ver con el asunto. Un funcionario oficial es un empleado del Distrito, como un administrador, supervisor, instructor o empleado (incluyendo personal médico o enfermeras, de vigilancia o policia); también puede ser una persona que sirva en la Junta Escolar, una persona o compañía que el Distrito contrate para realizar trabajos especiales, tales como abogados, auditores, consultores médicos o terapeutas; o padres y/o estudiantes que están en comités especiales tales como el de disciplina, o si están ayudando a otro empleado de la escuela en otra asignación. Un funcionario escolar relacionado con el asunto, si es necesario que revise los registros para cumplir con su deber. Si funcionarios de otro distrito escolar solicitan los registros del estudiante que está procurando inscribirse en una escuela de dicho distrito, el Distrito de Jordan le mostrará los registros académicos sin pedir permiso para hacerlo. Bajo pedido, la escuela o el Distrito abrirá los récords de educación sin permiso a otro oficial de otra escuela u otro sistema de institución de graduados o donde el estudiante este buscando o desea matricularse.

b) Si el estudiante posee una amenaza significadamente articulativo a la seguridad de los estudiantes u otros individuos de la agencia educacional pueden publicar a cualquiera persona cuyo conocimiento de la información es necesario para proteger la salud o seguridad de los estudiantes u otros individuos.

(4) El derecho de presentar una queja al Departamento de Educación de los Estados Unidos, por las posibles fallas cometidas por el Distrito en el incumplimiento de la ley FERPA. La dirección de la oficina que administra FERPA es:

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

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***Notificación de Información del Directorio***

La Ley de los Derechos y la Privacidad en la Educación Familiar (FERPA) requiere que el Distrito Escolar de Jordan, con ciertas excepciones se obtenga el consentimiento por escrito antes de publicar la información identificable de los récord de su niño. Aunque, el Distrito Escolar de Jordan puede publicar la “información del directorio” en una manera apropiada, sin un permiso por escrito a menos que usted haya avisado al Distrito contrario al acuerdo de los procedimientos del Distrito. Información del Directorio significa información contenida en los récord del estudiante, de lo cual no esta considerado perjudicial, o una invasión a la privacidad.

Información del Directorio puede ser usado para publicar directorios de la escuela, libro del año (yearbook), lista de los equipos, lista de estudiantes sobresalientes, lista de graduación y otros propósitos escolares, en la cual normalmente no se considera invasión a la privacidad del estudiante. Información del Directorio puede ser publicado por agencias de afuera. Organizaciones de afuera pueden incluir, pero no están limitadas, a compañías que fabrican los anillos de graduaciones, publican anuarios o toman fotos en la escuela. En adición, dos leyes federales requieren que las agencias educacionales locales reciban asistencia bajo el Acto Educacional Primario y Secundario de 1965 (ESEA) para proveer al reclutamiento del servicio militar, a pedido, de tres directorios de categoría de información- nombre, dirección con una lista de los estudiante que están como juniors y seniors – a menos que los padres hayan contactado a la escuela local que ellos no quieren que se publique ninguna información de sus estudiantes sin un previo de aviso por escrito.

El Distrito Escolar de Jordan ha designado la siguiente información como “información de directorio” nombre del estudiante, dirección, numero de teléfono, grado, fecha y lugar de nacimiento, participación en actividades oficiales, peso y estatura de los jugadores de equipos, fotografías, fechas de asistencia, reconocimientos y premios, fecha de la graduación, la escuela que asistió otorgará una credencial de graduación, título de la credencial, y las ultimas escuelas que recientemente ha asistido.

Si usted no desea que la escuela local de su niño o el Distrito Escolar de Jordan publique información de los récord de su estudiante en el directorio de información sin su previo aviso por escrito, usted tiene que notificar al director de la escuela local por escrito 14 días después que el año escolar empezó.