

Anderson School District One

P.O. Box 99
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2015-2016 Directory Information Notice Form

Anderson School District One classifies the following as directory information: student's name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height if he/she is a member of an athletic team(s), dates of attendance, diploma, certificate, honors or awards received, school and grade level, the most recent previous school attended or other similar information.

If you do not object to the release of this information, you do NOT need to complete this form.

If, however, you do not want your child's directory information released, you must complete and return this form to your child's school within 15 days. If you do not return this form, the district will be free to release or use such information as appropriate. You may change your mind and revoke this authorization at any time (except when action has already been taken) by filling out another form (available on our website) and returning it to your child's principal.

- We, the parent(s)/guardian(s) and student or --- I, the student (if 18 years of age or older), hereby ask that Anderson School District One **NOT RELEASE ANY DIRECTORY INFORMATION** to military recruiters, non-profit organizations such as Boy Scouts or Little League, appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web (a part of the Internet), or in district or school promotional pieces including but not limited to the district or school Website, school annuals, brochures, fliers, honor roll lists, newsletters, programs for sports or cultural events, television shows, videotapes, etc.

Student's Full Name _____

Grade _____ Teacher _____

Date _____

Parent/Guardian's Full Name (print) _____

Parent/Guardian Signature _____

Anderson School District One Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. "Student records" include any records maintained by the district that are directly related to the student.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond high school (eligible student). These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access

Parents or eligible students should write to the school principal. In that letter, they should identify the record(s) they wish to inspect. The principal will make arrangements for them to have access to those records. He/She will notify the parent or eligible student of the time and place where they may inspect those records.

Schools are not required to provide copies of records 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 furnishing copies.

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 Anderson School District One to amend a record that they believe is inaccurate or misleading. The parents or eligible students should write the school principal. In that letter, they should clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

The district will provide additional information regarding the hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district 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/her view about the contested information.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

For instance, FERPA allows the district to disclose to school officials with legitimate educational interests without consent. 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.

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 Anderson School District One Board of Trustees; 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 or helping a school official perform his or her tasks.

Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks enrollment or intends to enroll, state and local authorities, accrediting organizations, and to comply with a judicial order or lawful subpoena.

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