

**Westwood Community School District**  
**Family Educational Rights and Privacy Act (FERPA)**  
**Annual Notice of Student Education Record Privacy**

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: Jamie Jefferson Telephone: 313-565-0288

Email Address: Jeffersonj@wvschools.net

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: Hilliard Hampton Telephone: 313-565-0288

Email Address: hilliard.hampton@wchs.wvschools.net

- 3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; 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, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

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

**Westwood Community School District**  
**Family Educational Rights and Privacy Act (FERPA)**  
**Annual Notice for Disclosure of School Directory Information**  
**High School**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members.
- school or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

The school district has designated the following as Directory Information:

Student name	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	
Telephone number	Participation in school-sponsored activities and sports	Photograph	
Email address	Weight and height of members of athletic teams	Date and place of birth	

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories - names, addresses, and telephone listings - unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by 09/30/2013. Please complete the lower portion of this form and return the entire form to your child's school if you do not want your child's directory information disclosed.

Hilliard Hampton  
Name  
  
313-565-0288  
Telephone Number

Executive Director  
Title  
  
hilliard.hampton@wchs.wvschools.net  
Email Address

**Parent: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.**

I do not want my child's Directory Information disclosed and request one of the following:

- Do not release my secondary student's directory information at any time.
- Do not release my secondary student's directory information without my prior written consent.

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Westwood Community School District**  
**Protection of Pupil Rights Amendment (PPRA)**  
**Scheduled Activities and Surveys**  
**School Year 2013 - 2014**

Dear Parent/Guardian:

We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- activities requiring the district to obtain your prior written permission for your child to participate; and
- activities for which the district must give you an opportunity to have your child not participate (opt-out).

The following are activities scheduled at this time. For surveys and activities scheduled after the school year begins, you will receive notification and the right to opt your child out of such activities and surveys.

**1. Surveys/Activities Requiring Parent Permission:** *(Your child cannot participate unless you give your permission.)*

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

**2. Surveys/Activities with "Opt-Out" Provision:** *(Your child will participate unless you opt-out your child and notify us.)*

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

**Westwood Community School District**  
**Parent Consent and Opt-Out Response**  
**Student Participation in Scheduled Activities/Surveys**

Dear Parent/Guardian:

Please complete, sign and return this form by \_\_\_\_\_. Please refer to the attached list of "Protection of Pupil Rights Amendment (PPRA), Scheduled Activities and Surveys" when completing this form.

If you have any questions regarding these activities or your rights, please contact \_\_\_\_\_ at \_\_\_\_\_.

Please complete one form per child and return to:

**1. Surveys/Activities Requiring Parent Permission:**

*I give my permission to the school district to allow my child to participate in the following activities/surveys scheduled for this school year:*

Name of Activity/Survey(s): \_\_\_\_\_  
\_\_\_\_\_

**2. Surveys/Activities with "Opt-Out" Provision:**

*I do not give my permission to the school district to allow my child to participate in the following activities/surveys scheduled for this school year:*

Name of Activity/Survey(s): \_\_\_\_\_  
\_\_\_\_\_

*Parent/Guardian/Adult Student: Please complete a separate form for each child and return the entire form to the address listed above.*

I understand my rights regarding the district's conduct of surveys, collection and use of student information for marketing purposes, and certain physical exams. I also understand that there may be additional activities and surveys other than those included in this form and that I will be notified prior to my child's participation.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian or Adult Student: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

OFFICE USE ONLY			
Student ID #	Date Distributed	Date Received	