



Family Educational Rights and Privacy Act (FERPA)

The Lauderdale County School District follows the Family Educational Rights and Privacy Act as outline in this document. The document is a part of the Lauderdale County School District personnel webpage in which all student/parents/staff have access to the information. Lauderdale County School District will only disclose personal identifiable information to agencies as specified by federal, state or local statues or guidelines. The LCSD does have an opt-out policy.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. 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 copies.
2. Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal 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 with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

OPT-OUT POLICY

IMPORTANT -- PLEASE READ

Notice Concerning Release of Student Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, is a Federal law that protects the privacy of student education records. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This law requires that Lauderdale County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Lauderdale County 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. The primary purpose of "directory information" is to allow the Lauderdale County School District to include this type of information from your child's education records in certain school publications or public records requests.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

FERPA authorizes the Lauderdale County School District to release student "directory information" for school-related purposes and/or public records requests without parental permission **unless you notify your child's principal, in writing, by October 1 or within 10 days of enrollment**, that you do **not** want such information disclosed to those who request it. The district has defined directory information as:

STUDENT DIRECTORY INFORMATION

- Student /Parent/Guardian name, grade, date of birth, email and/or physical address, telephone number(s)
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors and awards received;
- Dates of attendance: current, historical
- Schools previously attended and/or post high school career plans

Lauderdale County School District

Request to Prevent Disclosure of 2019-2020 Student Directory Information

If you do **NOT** want the Lauderdale County School District to release Directory Information about your child, please sign and return this form to your child's school by **October 1 or within 10 days of enrollment after October 1**. Please return one form for each child.

Note: If releasing this information is acceptable to you, no action is required.

Directory Information Opt-Out

Please do **NOT** release my child's directory information for the Lauderdale County School District.

Student's Name: _____

School: _____ Grade: _____

Signature of parent/legal guardian: _____ Date: _____

(Student may sign form if he/she is 18 or older)