



Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day Confluence Charter Schools receives a request for access. Parents or eligible students who wish to inspect their child’s or their education records should submit to the Director of Student Services a written request that identifies the records they wish to inspect. The school official 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 are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask Confluence Charter Schools to amend their child’s or their education record should write the Director of Student Services, clearly identify the part of the record they want changed and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School 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. 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. Upon request, the School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. The school district will make a reasonable attempt to notify the parent or eligible student of such a records request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Confluence Charter Schools 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



Directory Information – Parental Opt-Out Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Confluence Charter Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Confluence Charter Schools 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 Confluence Charter Schools to include this type of information from your child's education records in certain school publications. Examples of such publications include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. 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 three directory information categories - 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.

Confluence Charter Schools has designated the following information as directory information:

- Student's name
- Grade level
- Dates of enrollment
- Enrollment status
- Date and place of birth
- Photographs
- Home address
- Parent/guardian names
- Parent/guardian addresses
- Telephone numbers, including personal, parent and school-assigned
- Email addresses, including personal, parent and school-assigned
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

If you do **not** want Confluence Charter Schools to disclose directory information from your child's education records without your prior written consent submit this form to your student's school office on or before **September 16** of the current school year. The form must be submitted annually. If you do not return the form by September 16 of the current school year or do not check the box, below, directory information may be released. Please use one form for each student in your household. Additional forms are available at your student's school.

Please print:

Student's First Name _____ Student's Last Name _____

Student's School _____ Grade _____

Check this box to indicate that Confluence may NOT disclose this student's directory information without written consent:

Parent Signature: _____