

**AN IMPORTANT NOTICE TO PARENTS ABOUT EDUCATION RECORDS
AND THE RELEASE OF DIRECTORY INFORMATION
August 2017**

The following statement is a summary of school regulations regarding education records. School Board Policy contains the district's detailed rules and regulations. You may review or receive a copy at each school and at the Education Center, 200 North Monroe Street.

1. **Confidentiality of Education Records:** All education records are confidential and may be opened for inspection only in accordance with federal and state law and school board policy.
2. **Inspection of Education Records:** Students and their parents or legal guardians have the right to inspect their own education records and to challenge the content of the records. Once the student reaches age 18, these rights transfer to the student alone. When parents are separated and no legal custody has been awarded, or when a parent has been designated a non-custodial parent by a court order, the following procedure shall apply, unless otherwise provided by a court decree or order:
 - a. Each parent, or a representative of a parent if authorized in writing by the parent, may inspect and review the education records of that parent's child.
 - b. Each parent has a right to question the appropriate licensed staff and make reasonable requests for explanations and interpretations of the student records. Licensed staff is not required to respond to requests by parent representatives for explanations or interpretations of the records.
3. **Amending Education Records:** Parents or legal guardians or students, once the student has reached the age of 18, have the right to request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
4. **Release of Education Records:** Generally, parents or students, if the student is 18 or is attending an institution of higher education, must consent to the release of all education records. The school district, however, may release education records without consent in the following instances:
 - a. To the officials of another school district or an institution of post secondary education in which the student seeks to enroll or has already enrolled (District 4J forwards education records that are requested by a new school district or educational agency no later than ten days after receipt of the request);
 - b. To school board members during an executive session closed to the public to consider the expulsion of a student or to examine confidential medical records;
 - c. To other school district employees who have a legitimate educational interest in the records;
 - d. To state and federal governmental agencies requiring such information;
 - e. In connection with a student's application for or receipt of financial aid;
 - f. To organizations conducting studies on behalf of the school district;
 - g. To accrediting organizations if the information is needed to carry out their accrediting functions;
 - h. To parents of a dependent student;
 - i. To comply with a judicial order or lawfully issued subpoena after the district has made a reasonable attempt to notify the parent; and
 - j. For emergency situations involving the health or safety of the student or other persons.

Directory Information: The district may also release directory information in conjunction with a school or school district activity. This means that directory information will not be treated as a public record, unless its release is related to what the administrator believes to be a school-related activity. "Directory information" is defined as the student's name, parent or guardian's name, student's email address, parent's email address, parent's or adult student's telephone number, student's photograph, major field of study, participation in officially recognized sports and activities, weight and height if a member of an athletic team, age, grade level, school, degrees and awards received, dates of attendance, previous schools or programs attended, and a student identification number, user ID, or other unique personal identifiers used by the student to access or communicate in electronic systems that cannot be used to access education records without a password or PIN known only by the authorized user. A student's Social Security number is not directory information. Student home addresses may be released only to a local public safety agency, when consistent with the interest of health, safety and welfare of a district student or students.

5. Parents may limit the release of directory information and will be notified annually of this right. Directory information relating to students no longer in attendance may be released without the foregoing notice to parents.
6. **Complaints:** You may file a complaint with the Family Policy Compliance Office, United States Department of Education, Washington, DC 20202, if you believe the district has failed to comply with the requirements of the federal Family Educational Rights and Privacy Act.

If you do not want directory information released, including photographs for use in district publications, please complete the form on the back of this page and return it to your child's school by September 20. Your statement of objection will be placed in your child's records, and we will not release directory information to other than school personnel without your consent. (over)

**Eugene School District 4J
Eugene, Oregon**

TO: PRINCIPAL at _____ School

I, _____ parent or legal

guardian of _____ do not wish Eugene School District 4J to
release directory information about my child.

Parent or Legal Guardian's Signature

Date