

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**(Notification to Parents and Students of Rights
Concerning Student Education Records)**

The Family Educational Rights and Privacy Act (“FERPA”) and Colorado law afford parents/guardians (“parents”) and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records, as follows:

1. The right to inspect and review the student’s education records within a reasonable time period after the request for access is made (not to exceed 45 days). See S-32
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights. See S-32.
3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent. See S-32.
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 is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. See S-32
6. The right to request information not be provided to military recruiting officers. See S-32.

Parent Opt-Out Form for Information to Military Recruiters

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Do not disclose my child's name, address, telephone number or directory information to any United States military recruiters.

Parent/Guardian or eligible student

Signature_____

Student's name_____

Date_____

Adopted March 15, 2004

Revised: January 20, 2011 (Formally S-32)

July 30, 2007 (became Administrative Policy)