



## **FERPA and Directory Information Notice**

The Family Educational Rights and Privacy Act (“FERPA”), a federal law, 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 Canyon Rim Academy (“CRA”) receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal, or designated school official, 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 CRA to amend their child’s or their own education record should write the school principal, or designated school official, 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) or a person serving on the school board. A school official also may include a volunteer, or contractor who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a

parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CRA 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

### **Personally Identifiable Information ("PII") and Directory Information**

PII is any data that could potentially identify a specific individual. This includes: student's name, other family members' names, address, Social Security number, student ID number, birthdate or other information that would allow a reasonable person in the school community to identify the student with reasonable certainty.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed without written consent unless a parent or guardian has advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- Artwork recognition (may be posted in school halls, website, etc.)
- A memory book
- A school directory
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets, such as the mile run results.

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 publish class pictures or publish yearbooks. A list of the companies that have this permission is available on CRA's Metadata Dictionary.

The MetaData Dictionary may be viewed at [www.canyonrimacademy.org/policies/procedures](http://www.canyonrimacademy.org/policies/procedures)

Then select Metadata Dictionary.

If you do not want CRA to disclose information from your child's education record without your prior written consent, you must notify the school in writing within the first 3 weeks of school.

## **Opting out**

If you do not want Canyon Rim Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Canyon Rim Academy in writing by October 1 of the current school year.

## **What information is designated directory information?**

Canyon Rim Academy has designated the following information as directory information:

- **Student's name**
- **Parent/Guardian Name**
- **Telephone listing**
- **Electronic mail address**
- **Grade level**