

## FERPA

The [Family Educational Rights and Privacy Act](#), is a Federal Law that protects the privacy of student education records, including academic records (such as admissions applications, transcripts, or grades), course schedules, financial aid records, advising records, disciplinary actions, etc. The school must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent to school officials with legitimate educational interest. A "school official" is a person employed by the institution in an administrative, supervisory, academic, or support staff position. It may also include a person serving on an institution governing body. Legitimate educational interest means a campus official, acting in the student's educational interest, who needs the information in the course of performing advisory, instructional, supervisory, or administrative duties for the institution. Written requests should be submitted to the Office of the Registrar or the department of the institution responsible for the records.

### RELEASE OF STUDENT INFORMATION (FERPA RIGHTS)

Any information concerning students that is covered by the Family Educational Rights and Privacy Act (FERPA) shall be released only according to this policy:

- DIRECTORY INFORMATION: This information routinely appears in student directories and may be freely released. This information will be treated as confidential only upon written request:
  - Name
  - Class designation
  - Extracurricular participation
  - Achievement awards or honors
  - Weight & height, if a member of an athletic team
  - Student's photograph
- CONFIDENTIAL INFORMATION: This is all other information contained in the student's educational record and can be released only upon the written consent of the owner of the privacy right, with the exceptions as defined in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, which waive prior consent. Confidential information shall only be transferred to a third party on the condition that such party will not permit another party to have access to the information without written consent of the owner of the right. The owner of the right is the student's parent of, if the student is 18 or older or attending post-secondary school, the student is then an "eligible student."
- SCHOOL OFFICIAL: a person employed by the district 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent of student participating in a school service program or serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her own task.

An eligible student has the following FERPA rights:

- To inspect and view the student's education records

- To request amendment of education records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights in a hearing if necessary.
- To consent to disclosures of information in education records, except where consent is not required to authorize disclosure.
- To file complaints with the U.S. Department of Education concerning alleged failure to comply with confidentiality requirements.
- To obtain a copy of local adopted policy.
- Notification methods shall be effective for parents and eligible students whose primary home language is other than English. Access to student records is provided pursuant to and in compliance with FERPA and the Oklahoma Records Act. In regards to FERPA go to [FERPA](#).

Please refer to the [Student Handbook](#) for additional information on FERPA.