



July 1, 2017

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Richland County School District One, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Richland County School District One 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 Richland County School District One to include this type of information from your child's education records in certain school publications. Examples include playbill, showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, school television shows and newsletters, podcasts, school promotional activities and sports activity sheets, 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, and publicity/media releases (interviews, photographs, video, etc.) which may include newspapers, television, and the Internet. 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.

If you do not want Richland County School District One to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing by **August 31, 2017**. Richland County School District One has designated the following information as directory information: **student's name, address, telephone listing, electronic mail address, photograph, date of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended. Richland One also considers the voice, image, and likeness of a student in pictures, videotape, film, or other medium, as well as student work intended for publication or display to be directory information.**

Sincerely,

Craig Witherspoon, Ed.D.  
Superintendent

## FAMILY POLICY COMPLIANCE OFFICE

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

Richland County School District One  
**FERPA PARENT FORM**  
 2017-18 School Year

**DO NOT COMPLETE THIS FORM UNLESS YOU HAVE  
 READ AND UNDERSTAND THE FERPA LETTER.**

**ONLY** return this form to your child(ren)'s school(s)  
 if you **DO NOT**  
 want your child's directory information  
 released to the general public and/or to the military.

*If you choose to return this form, please return it by August 31, 2017*

Student's Full Name(s)	School	Grade

**A. Sign below if you do not wish to release ANY information on your child(ren).**

As indicated in the letter, if you sign below, **your child's name will not be included** in certain school publications. Examples include playbill, showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, school television shows and newsletters, podcasts, school promotional activities and sports activity sheets, showing weight and height of team members. Please refer to the letter for more specifics on what constitutes directory information and what types of release are allowed if you do not sign below and return this form.

I request directory information **not be** released to the general public regarding the student(s) listed above.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Telephone No.

**B. Sign below if you do not want information released to the military on your child(ren).**

I request directory information **not be** released to Armed Forces recruiters regarding the student(s) listed above.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Telephone No.