

**ANNUAL NOTICE OF RIGHTS UNDER THE
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act (FERPA). 20 U.S.C 1232g: 34 CFR Part 99, affords students over eighteen years of age and parent certain rights with respect to student educational records. These rights are:

- a. Right to inspect and review the student’s educational records within 45 days of receipt of the request for access.
- b. Right to request the amendment of the student’s educational records when the student believes the records are inaccurate.
- c. Right to consent to disclosure of personally identifiable information contained in the student records, except to the extent that FERPA authorized disclosure.
- d. Right to file a complaint with the U.S. Department of Education concerning alleged failures by the school District to comply with 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

FERPA permits OTC to disclose appropriately designated directory information without written consent, unless a student over the age of 18 or his/her parents have advised Okaloosa County Schools to the contrary. Directory information is limited to the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance , diplomas, certificates, awards, received, and the most recent previous educational agency or institution attended. The district may, from time to time, include directory information in school, district, or media communications. In addition, directory information may be released to outside entities as public information, upon request, in accordance with Okaloosa County School Board Policy.

If you do not want your directory information released in accordance with FERPA, please complete Part One of the request provided below and return to your school.

If you have previously requested that your student information not be classified as directory information, but would now like to remove that restriction, you must provide written notice of that change. If you want to rescind your prior request, please complete Part Two of the request below and return to your school.

REQUEST REGARDING DISCLOSURE OF DIRECTORY INFORMATION

Part One

As required by the Family Educational Rights and Privacy Act, 20 U. s. C. 1232g, I _____, have received the Annual Notice of Rights pertaining to release of directory information and request that my student information not be classified as directory information and not be subject to release as such. I understand that by completing and submitting this form, OTC will restrict the disclosure of directory information.

Signature

Date

Part Two

I have previously requested that my student information not be classified as directory information (not be subject to release). And I want to rescind that request.

Signature

Date