

What can parents* learn from this brochure?

Student information is protected by federal and state laws as well as policies of the Duval County School Board. These regulations, determining who can or cannot obtain student information, were enacted to protect the privacy rights of students and parents. By reading this brochure parents will learn more about student records and become aware of their rights as they relate to them.

What rights do parents* have?

Parents have the right to:

- Inspect and review the education record maintained by a school on their child.
- Waive their right to access, if they wish.
- Receive a copy of the record (at a charge of 20 cents a page to cover the cost of printing).
- Challenge the information contained in the record if they believe it is misleading, inaccurate, or that it violates the student's right to privacy.
- Participate in a hearing.
- File a complaint if the school system fails to abide by the law.

What is in a student's record?

Florida Statute 1003.25 requires all principals to maintain permanent cumulative records for all students enrolled in a public school. The state law also determines what should be in the record and its format. A student's education records include personally identifiable data (social security number, address, birthdate, sex, and race), academic records, standardized intelligence, aptitude, and psychological test results, interest inventory results, attendance records, and health data. The record also may contain family background information, extracurricular activities, verified reports of serious or recurrent behavior patterns, honors and awards, and a list of schools attended.

How can parents* review their child's record?

Parents can request to review student records. Schools must comply with that request within a 30-day period. If a parent feels that the record contains information that is inaccurate, misleading, or in violation of the student's rights to privacy, the



parent contacts the principal of the responsible school. Requests for a correction, deletion, or expunction of the record must be made to the appropriate principal in writing.

Who, other than parents, can access student records?

Parents have the legal right to any and all information in a student's permanent cumulative record. If parents are divorced or separated, both parents have the right to student records unless a judicial order to the contrary is on file in the student's permanent cumulative record. Eligible students take on all the rights of a parent. An eligible student is one who is 18-years old or who is attending a post-secondary educational institution. Parents of eligible students still have access to the student's records as long as the student continues to be listed as a dependent on the parent's income tax return. A stepparent may have access to a child's record only with the written consent of the natural parent, legal guardian, or eligible student. School staff who need the information to work effectively with the student may also have access to it.

With some exceptions (listed later in this brochure) no one else can see the information contained in the student's permanent cumulative record without consent of the parent. Be aware however, that "directory information" can be made available for broad categories of students.

What is "directory information?"

Directory information is information contained in the education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to name, address, telephone number (if listed), electronic mail address, photograph, date and place of birth, field of study, grade level, age, participation in school activities, height and weight of athletic team members, graduation dates, dates of attendance, schools attended, and awards and honors received. (Examples of directory information would be a list of all eleventh grade students on the A-B Honor Roll for a specified term; yearbook

photo; a player's inclusion in an athletic program.)

Does the school system give out mailing lists?

Mailing lists come under the heading of directory information and can be provided to approved groups on request. For example, colleges frequently wish to send enrollment, course selection, and financial aid information to seniors. Those who request a mailing list must provide the school district with their name, address, and how they intend to use the list. They also must pay for the cost of producing the list and sign a form stating that they will not share the information with anyone.



What if a parent* doesn't want directory information given out?

In 1998, the Duval County School Board adopted a policy that dictates directory information may only be made available to colleges and universities and the military. All other groups and organizations requesting directory information may receive it for only those students whose parents sign and return the attached release.

Parents who do not want their student's directory information disclosed must sign and return the attached release indicating that Duval County Public Schools is not authorized to release directory information. Please be advised that if a parent elects to preclude the publication of their student's directory information, the district will adhere to the parents' instructions. As a result, the student's information would not be published in the yearbook, honors and awards listings, sports activity sheets, such as football, identifying the student's weight and height, and other similar publications, which contain information contained in the education record of the student.

Who, additionally, may access student records?

The law generally prohibits people from being able to inspect or review a student's education record without prior permission of the parent. However, the law does require school districts to provide to the following people information contained in student's records without the prior permission of parents:

* For the purposes of this document, please note that "legal guardian" can be used interchangeably with "parent."

STUDENT NAME
Please print

Last

First

M

STUDENT NUMBER

SCHOOL NAME

SCHOOL NUMBER

DIRECTORY INFORMATION RELEASE: Please check one opt-out choice. ONLY if you do not want the standard District directory information release.

The Duval County Public Schools will disclose directory information from a student's education records in accordance with the 1998 District policy and procedure which dictates that directory information may only be made available to colleges and universities and the military *unless* an opt out choice below is selected.

The first two choices further limit the current Board policy for disclosure of directory information while the last choice provides information to a broader group.

____ I would like the Duval County Public Schools to disclose information from my child's education records to colleges and universities BUT NOT to the military.

____ I do not want the Duval County Public Schools to disclose my child's directory information to a third party. I understand that by completing and submitting this form to the Duval County Public Schools that the District will restrict disclosure of directory information from my child's education records. I understand that choosing this option will prevent my child's information from being included in documents including, but not limited to, yearbooks, graduation programs, athletic programs, and honor rolls.

____ I would like the Duval County Public Schools to disclose directory information from my child's education records to all other groups and organizations requesting directory information in addition to colleges, universities, and the military. I understand that by completing and submitting this form to the Duval County Public Schools that the District will disclose directory information from my child's education records and that the District has no further obligation to contact me to request my consent for disclosure of information.

PARENT NAME

Print Last

First

M

Signature

Date

Student Records

What information is in a Student's Record?

What are the rights of a parent?

Who has access to a student's record without prior parental consent?

2009-2010

Ed Pratt-Dannals

Superintendent of Schools

Duval County Public Schools

Jacksonville, Florida

Duval County Public Schools School Board

The Honorable Martha Barrett
District 1

The Honorable Nancy Broner
District 2

The Honorable W. C. Gentry
District 3

The Honorable Brenda A. Priestly Jackson
District 4

The Honorable Betty Burney
District 5

The Honorable Vicki Drake
District 6

The Honorable Tommy Hazouri
District 7

Parents or eligible students have the right to file a complaint concerning any alleged failure by the school district to comply with Section 438 of the Family Education Rights and Privacy Act (Buckley Amendment) by contacting:

*Department of Health and Human Services
200 Independence Avenue SW
Washington, D.C. 20207*

- * Officials of other educational institutions in which the student seeks to enroll, on receipt of a written or electronic request from a school official.
- * Other school officials who have legitimate educational interests or whose job requires them to work with student records.
- * School officials in connection with a student's application for/receipt of financial aid.
- * Researchers who do not identify students.
- * Accrediting agencies.
- * School readiness coalitions and the Florida Partnership for School Readiness.
- * School boards or their designees holding expulsion hearings.
- * Appropriate parties in connection with an emergency in order to protect the health/safety of the student.
- * Legal authorities with a subpoena or court order, provided the school official notifies the parent or eligible student in writing in advance of compliance.
- * Auditor General or representatives of that agency in connection with their official functions.
- * Credit bureaus in connection with a student-initiated request for financial aid.
- * Parties to an interagency agreement among Department of Children and Families, schools, and law enforcement authorities, in a joint effort to improve school safety, reduce truancy and suspensions, support alternatives to suspensions and expulsions, and to support students in successfully completing their education.
- * U. S., state, or local educational authorities authorized by statute to receive such information, often as a requirement for monitoring program eligibility.
- * Authorized representatives of the court in a matter related to the school district instituting legal action against a parent or student, or a parent or eligible student initiating legal action against a school district.

How do parents find out about these rights?

This information brochure is distributed at the beginning of each year to every student in the Duval County Public Schools. Copies of the district's student record policy are available at each school.

DIRECTORY INFORMATION FORM

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are outlined in this brochure.

Parents may opt out of the disclosure of "directory information" at the start of each school year.

Please complete the form on the reverse side and return to your student's school by the indicated date.