**NOTIFICATION of RIGHTS for ELEMENTARY and SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age 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 of the day the School receives a request for access. Parents or eligible students should submit to Superintendent Robert Johnson or his designee a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents are eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Superintendent clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them of the 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.

1. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without con-sent. 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 Schools of the Southeast Dubois County School Corporation discloses education records without consent to officials of another school district in which a student seeks to enroll.

1. The Schools of the Southeast Dubois County School Corporation may release certain “Directory Information,” without written consent, unless you have advised the School District to the contrary. Directory information, which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed which includes, but is not limited to, the students name, address, parent home and work telephone number, e-mail address, major field of study, participation in officially recognized activities and sports, height and weight, dates of attendance, awards, degrees and honors received, motor vehicle description (including license plate number) hair and eye color, race, sex, age, grade level, date of birth, diploma received, college plans, other institutions attended by the student, enrollment status, and other similar information. Directory information may be released to media organizations, colleges, civic or school related organizations, school and athletic publications, and state or local governmental agencies including military recruiters. Parents desiring to object to the disclosure of any or certain categories of “director information” to these parties should request Form 8 (denial of permission to release certain “directory information” without prior or written consent) from the Superintendent’s office. The Superintendent’s Office is located at 432 E 15th Street in Ferdinand, Indiana.

1. Complaints regarding failures by the schools of the Southeast Dubois County School Corporation to act or to comply with the Family Education and Privacy Act may be filed with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.