

FERPA Notice

It is the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;

Please be advised, in accordance with current law, that as a parent/guardian or eligible student:

- You have the right to inspect and review your student's records.
- You have the right to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request.
- You have the right to file a complaint with the U.S. Department of Education if the District violates FERPA.

Note: In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

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The procedure to obtain copies of records are as follows:

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and presented to the Student Services Supervisor/Dean and appropriate access is to be granted within 45 days or earlier. No records are to be removed from the school. A principal/dean, teacher or other qualified school personnel must be present to explain any of the tests or other material.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

All student records with the exception of transportation records, are obtained through student services with the permission of the Supervisor/dean of Student Services. Transportation records are under the authority of the Dean of Students and/or the District of Residence Director of Pupil Transportation.

If you wish to request that we not release your student's Directory Information, please submit the completed "FERPA Denial of Permission" form which may be found on the Buckeye Hills website.

Directory Information includes the following:

Student name

Address and telephone number (including email address)

Home school

Date and Place of birth

Participation in officially recognized activities such as extracurricular and school events, including photographs, videos, and news releases (except for security surveillance)

Student achievement awards or honors

Career-Technical program / major field of study

Grade level and date of graduation

Dates of attendance (based on "from" and "to" enrollment)

Enrollment status