

**NOTICE REGARDING FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT
(FERPA) FOR STUDENTS IN THE LAWTON PUBLIC SCHOOL DISTRICT**

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to their child’s education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the school district receives a request for access.
Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school official will make arrangements for access and will notify the parent or eligible student of the time and place where these records may be inspected.
- The right to request correction of the child’s education records that the parent or eligible student believes is inaccurate, or misleading, or otherwise in violation of the child’s privacy rights.
Parents or eligible students may ask the school district to amend a record they believe is inaccurate. They must submit a written request to the school principal or administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school district decides not to make changes in the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the child’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school official with legitimate educational interests. A “school official” is a person employed by the school district 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 district has contracted to perform a special task (outside contractors 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 that official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the school district will disclose education records without consent to officials of another school district that has requested records in which a student seeks or intends to enroll or where the student is already enrolled, so long as the disclosure is for purposes related to the student’s

enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.) It is the intention of Lawton Public Schools to forward education records upon request to officials of other school districts in which a student has enrolled or seeks to enroll. School districts may disclose, without consent, "directory" information; however, school districts must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the school not disclose directory information about that child. See information listed below under "NOTICE TO PARENTS REGARDING RELEASE OF DIRECTORY INFORMATION." School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook, and/or other means left to the discretion of each school district.

- The right to file a complaint with U. S. Department of Education concerning alleged failures by the Lawton Public Schools to comply with requirements of 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, D.C. 20202-5920.

NOTICE TO PARENTS REGARDING RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Lawton Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lawton Public Schools may disclose appropriately designated "directory information without a parent's 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 the Lawton Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling showing weight and height of team members.

"Directory information" which is information that would not generally be considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organization include, but are not limited to, companies that manufacture class rings or publish yearbooks. 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. As defined by

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Oklahoma State law (63 O.S. § 51-24A.16), “directory information” includes a child’s name, address, telephone listing, date and place of birth, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the child. The following categories of information have been designated as “directory information” by Lawton Public Schools:

1. student’s name
2. parent’s name
3. home address
4. date and place of birth
5. major field of study
6. participation in officially recognized activities and sports
7. weight and height of members of athletic teams
8. dates of school attendance
9. awards received
10. distinguished academic performance
11. most recent school attended

These items classified as “directory information” by Lawton Public Schools will be released without prior parental consent unless the parent or eligible student, within 60 days of enrollment of each school year, notifies the school district in writing of the parent’s refusal to let the district designate any or all of the information listed as “directory information.” The notice provided to the school district in writing should designate specifically what items should not be released without the parent’s consent for that parent’s child.

FERPA POLICY INFORMATION

A copy of the FERPA policy adopted by Lawton Public Schools may be obtained upon a request being made by a parent or eligible student to any school official or site administrator. In addition, this legal notice is published annually in the local newspaper prior to any major identification, location, or evaluation “child find” activities conducted by Lawton Public Schools. This notice of rights under FERPA will be provided as needed in the native languages of the various population groups of the State of Oklahoma residing within the Lawton Public School district. Accommodations for other languages or means of communication will be provided by Lawton Public Schools upon request for parents or eligible young adults who have disabilities or have a primary or home language other than English.

For additional information regarding FERPA or to obtain a copy of the FERPA policy, contact any school official or site administrator within Lawton Public Schools. Parents or eligible students may also obtain a copy of the FERPA policy from the Shoemaker Education Center, 753 NW Fort Sill Boulevard, P.O. Box 1009, Lawton Oklahoma, 73502.