

**Sevier County Schools**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Sevier County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Sevier County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the Sevier County School System 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 is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations 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.<sup>1</sup> (Release of information to military recruiters is done at the high school level only.)

If you do not want the Sevier County School System to disclose directory information from your child's education records without your prior written consent, you must notify the system in writing within one week of enrollment in the Sevier County School System. The Sevier County School System has designated the following information as directory information:

- |                                        |                                                                |
|----------------------------------------|----------------------------------------------------------------|
| • Student's Name                       | • Participation in Officially Recognized Activities and Sports |
| • Physical and Electronic Mail Address | • Weight and Height of Members of Athletic Teams               |
| • Telephone Listing                    | • Degrees, Honors, and Awards Received                         |
| • Major Field of Study                 | • The Most Recent Educational Agency or Institution Attended   |
| • Dates of Attendance                  |                                                                |
| • Grade Level                          |                                                                |

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Please indicate your decision regarding release of information by completing the requested information.

\_\_\_\_\_ I authorize Sevier County Schools to disclose directory information as defined above.

\_\_\_\_\_ I do not authorize Sevier County Schools to disclose directory information as defined above without prior written parental consent.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

**Return this form to your child's principal  
within 5 days of enrollment in the Sevier County School System.**

*Please see the back of this page for Notice of Parent Rights Concerning Education Records.*

## **NOTICE OF PARENTAL RIGHTS CONCERNING EDUCATION RECORDS**

Parents' rights include:

1. The right to inspect and review the student's education records within forty-five (45) calendar days after the day the local education agency (LEA) receives a request for access. Parents or students should submit to the school principal or designated LEA official a written request that identifies the records they wish to inspect. The principal or LEA official will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the parent or student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA and/or T.C.A. §49-1-701, et seq. Parents or students who wish to ask an LEA to amend a record should write the school principal or designated LEA official, clearly identify the part of the record they want changed, and specify why it should be changed. If the LEA decides not to amend the record as requested by the parent or student, the LEA will notify the parent or student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student when notified of the right to a hearing.
3. The right to provide written consent before the LEA discloses personally identifiable information from the student's education records, except to the extent that FERPA and T.C.A. §49-1-701, et seq., authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to LEA officials with legitimate educational interests. An LEA official is a person employed by the LEA as an administrator, supervisor, instructor, or support staff member. An LEA official also may include a contractor outside of the LEA who performs an institutional service or function for which the LEA would otherwise use its own employees and who is under the direct control of the LEA with respect to use and maintenance of personally identifiable information from education records, such as: an attorney, auditor, medical consultant, or therapist; or other contractor or volunteer assisting another LEA official in performing his or her tasks. An LEA 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 LEA discloses education records without consent to officials of another public school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure of the purpose of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the 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, DC 20202  
<http://familypolicy.ed.gov/>