

Confidentiality of Student Educational Records

In accordance with the Family Education Rights and Privacy Act, the Fort Thomas Independent School District provides annual notice of rights under this act with regard to the confidentiality of personally identifiable information in educational records. For the purpose of this notice, a student eighteen years or older is referred to as an “eligible” student.

Parents, guardians and eligible students may review and inspect all educational records related to that student by making a request to the principal of the school where the child attends. A complete list of the types and locations of records and titles and addresses of school officials responsible for these records is available upon request. The district will presume that either parent has the authority to review and inspect records related to his/her child unless the district has been advised in writing that one or both of the parents do not have legal authority under applicable state law governing guardianship, divorce or separation.

The district may disclose personally identifiable information from the educational records of a student without written consent of the parent or guardian of the student as follows: to other school officials, including teachers, who have been determined to have a legitimate educational interest; to officials of a school where a student seeks or intends to enroll; to authorized representatives of the Comptroller of the U. S., the Secretary, or the Assistant Secretary for Education; to State and Local Officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974 (this applies only to statutes which require specific information to be disclosed to state or local officials and does not apply to statutes which permit but do not require disclosure); to organizations conducting studies on behalf of educational agencies; to comply with a judicial order or lawfully issued subpoena, provided that the district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith; to appropriate parties in connection with an emergency when knowledge of the information is necessary to protect the health or safety of that student or other individuals; or if the disclosure is information which has been designated as directory information. Parents, guardians, or eligible students may request copies of records transferred under this procedure by contacting the official responsible for particular records disclosed.

Directory Information

Directory information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed may include the following.

- Student’s name and address
- Student’s telephone number
- Student’s date and place of birth
- Student’s major field of study
- Information about the student’s participation in officially recognized activities and sports
- Student’s weight and height, if a member of an athletic team
- Student’s dates of attendance
- Degrees and awards the student has received
- Most recent educational institution attended by the student

- Student's e-mail address
- Student's photograph along with name

This information may be released to news media, athletic organizations, scholarship or college entrance committees or official organizations whose need for the data is connected with student activities. The parent, guardian or eligible student may request all or part of directory information be withheld. The request must be in writing, specifically stating the information to be withheld, and be received by the school no later than 30 days after the first day of the school year or the date of the student's enrollment. Parents may contact the school principal for an official copy of the *Student Directory Information Notification* form.

Education Records of Students with Disabilities

Educational records of students with disabilities or students suspected of having a disability are maintained for a minimum period of seven years beyond graduation or withdrawal. If after this period of time the records are no longer required to provide educational services, they are destroyed. A record of the student's disability, results of current evaluation and program description of the time of withdrawal or graduation will be maintained indefinitely. Contact the director of special education prior to June 1 to obtain copies of records scheduled to be destroyed.

Parents, guardians and eligible students may challenge the content or accuracy of data in an educational record on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or rights of the student. Requests to amend records are submitted to the principal of the student's school, the superintendent or the assistant superintendent for student services. A complaint may also be filed with the Family Policy and Relations Office, U. S. Department of Education, Washington, D. C. 20202.

District policies and procedures regarding confidentiality are maintained in the principal's office at each school and at the district's central office at 28 N. Fort Thomas Ave., Fort Thomas, Ky., and may be reviewed at these locations. Contact the superintendent's office (781-3333) to obtain copies if you believe the Fort Thomas Independent School District has failed to comply with the requirements of FERPA. If you or someone you know requires translation or an oral or manual explanation of this or any other district notice, please contact the superintendent's office for assistance.