



A Note To Parents About Directory Information Rights

The Springfield School District maintains student information which is classified as "directory information." Directory information is the following: student's name, grade, photograph, address, parent address, telephone number, major field of study, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and the school(s) recently attended by the student.

Ordinarily, this information will only be given out for school-related purposes such as news releases, sports rosters and student recognition. **The district must, under federal law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information.**

Prior to releasing directory information, the school must give public notice of the categories it has designated as directory information. Parents have the right to forbid release of any or all such directory information by requesting that the district refrain from publishing such information.

If you do not want any or all of this information released, please complete the form at the bottom of this page and return it to your child's school. If you do not notify the District in writing, it is understood the District has your consent to release the directory information.

Your written statement will be placed in your child's record and will remain in effect until you request a change in writing. You do not need to complete a new form each school year.

If you have children in several schools, you will need to send this request (in writing) to each child's school.

TO: _____ I, _____
Name of School Parent's Name

parent or legal guardian of _____ who is a student
Student's Name

at _____ School, do not wish the Springfield School
School

District to release the following directory information about my child.

(Please check the information you DO NOT WANT RELEASED)

- | | |
|--|---|
| _____ Name | _____ Participation in officially recognized activities |
| _____ Grade | _____ and sports |
| _____ Address | _____ Weight and height |
| _____ Parent Address | _____ Dates of attendance |
| _____ Telephone Number | _____ Degrees and awards received |
| _____ Major field of study | _____ School(s) recently attended |
| _____ Photograph | _____ Date and place of birth |
| _____ I do not want any directory information released to an institution of higher education. | |
| _____ I do not want any directory information released to a military recruiter. | |

Please make this request part of my student's records.

Sincerely,

Parent or Guardian Signature

Date

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revised: 7/03
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AN IMPORTANT NOTICE TO PARENTS ABOUT STUDENT RECORDS AND THE RELEASE OF DIRECTORY INFORMATION

The following statement is a summary of school regulations regarding student records. School Board Policy and district Administrative Rules contain the district's detailed rules and regulations. You may want to review copies at each school or at the district Administration Building, 525 Mill Street, Springfield, Oregon.

1. Confidentiality of Student Records:

All student records are confidential and may be opened for inspection only in accordance with applicable federal and state law and school board policy.

2. Inspection of Student Records:

Parents or legal guardians have the right to inspect their child's student records and to challenge the content of the records. A copy of any portion of the student's record will be made available to parents at a reasonable time and at the cost of reproduction.

Should a parent, guardian or eligible student request the amendment of education records to ensure the records are not inaccurate, misleading or otherwise in violation of a student's privacy or other rights, a hearing may be scheduled.

Once the student reaches age 18, those rights transfer to the student alone. If the custody of a student has been granted to only one parent, it is important for you to know the non-custodial parent has access to all student records unless there is a court order to the contrary.

3. Release of Student Records:

Generally, parents or the student, if he/she is 18 or is attending an institution of higher education, must consent to the release of all student records. The school district, however, may release student records without consent in the following instances:

- a. To other district employees who have a legitimate educational interest in the records;

- b. To the officials of another school district or an institution of post secondary education in which the student seeks to enroll or has already enroll after the parents have been given an opportunity to review the contents of the records;
- c. To state and federal governmental agencies requiring such information;
- d. In connection with a student's application for or receipt of financial aid;
- e. To comply with a judicial order or lawfully issued subpoena; and
- f. For emergency situations involving the health or safety of the student or other persons.
- g. To school board members during an executive session closed to the public to consider the expulsion of a student or to examine confidential medical records;
- h. To parents of a dependent student.
- i. To accrediting organizations if the information is needed to carry out their accrediting functions;

4. Filing a Complaint

Pursuant to Oregon Administrative Rule 581-21-410, a person may file a written complaint with the Family Policy Compliance Office, United States Department of Education, regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is:

Family Policy Compliance Office, US Department of Education, Washington DC, 20202.

ams

/parentnotice-educrecords