

Elko County School District



Superintendent's Office

Telephone: (775) 738-5196

Fax: (775) 738-5857 • (775) 738-0808

P.O. Box 1012 • Elko, NV 89803

Dear Parents of Elko County School District Students:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires that school districts annually notify parents of their rights under this Law. FERPA affords parents and students over 18 years of age (known as "eligible students") certain rights with respect to student education records. This written notification serves to comply with the law as well as inform parents and eligible students of their rights. These rights are:

- (1) Parents and eligible students have the right to inspect and review a student's education records within 45 days of the day the school receives a request for access. To access records, parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) Parents and eligible students have the right to request the amendment of the student's education records they believe to be inaccurate or misleading. Parents or eligible students should write to the school principal, clearly identifying the part of the record they want amended, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or the eligible student the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) FERPA authorizes exceptions in disclosure of student's education records without consent in the following cases:
 - a. Disclosure of educational records to school officials with legitimate educational interest. A "school official" is a person employed by the school as an administrator, supervisor, teacher, counselor, other licensed employee, 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 has contracted to perform a special task (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.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. The law permits disclosure without consent of information the school has designated as directory information. Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The designation of directory information by the Elko County School District includes, but is not limited to, the following related to its students:

- name,
- address,
- telephone numbers,
- e-mail address,
- date and place of birth,
- photographs or likenesses,
- audio and video tape,
- participation in officially recognized activities and sports,
- fields of study,
- weight and height of members of athletic teams,
- enrollment status,
- dates of attendance,
- awards received,
- the most recent previous school attended,
- grade level,
- honor roll status, and
- class list.

("Directory Information" cannot include special education status, student ID number or social security number.)

- d. Parents or eligible students may refuse to let the school designate any or all of those types of information about the student as directory information by notifying the school, in writing, that the parent or eligible student does not want any or all of this information designated as Directory Information. Written notification must be given within ten (10) calendar days from the latter of the following times: The first day of school each year; the enrollment of the student in school; and receipt of this notification.
- (4) Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
700 Maryland Avenue, SW
Washington, D.C. 20202-4605

Please feel free to call your child's school or Mr. Keith Walz, FERPA Compliance Officer of the Elko County School District at (738-5196) if you have questions or concerns.

Sincerely,



Mike Smith
Deputy Superintendent