

Williston Public School District #1

Annual Notification Regarding Parents' Right of Access to Students Records

The purpose of this notice is to provide you with info regarding your rights under the Family Education Rights and Privacy Act (FERPA).

Parents of Williston Public School District #1's students, or students who are at least 18 years old, who wish to review any or all of the school records pertaining to their child should contact their building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

If you believe something in the records is inaccurate or misleading, you may request that it be corrected or you may have comments added to the records. If the principal and the parents cannot agree, the latter may contact the Superintendent of Schools, PO Box 1407, Williston ND 58802-1407 for a hearing.

Record information will not be released to most persons or agencies without written consent of parents. Nonetheless, it is the policy of the school district to forward school records, without parents' consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record.

Federal law allows a school district to identify certain information as "directory information." Directory information may be released without prior consent by parents or an adult student. Williston Public School District #1 considers the following to be directory information: name, address, birth date, height and weight for extracurricular purposes, dates of attendance, honors and awards, clubs and teams to which the student belongs, and pictures of the student participation in school events. Directory information does not include grades and GPA, social security number, student ID number, race, gender, or ethnicity.

We believe that it is in the students' best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

For high school students only: Names, addresses, and telephone numbers of high school students will be given to military recruiters if they request the information from the school district unless this form is signed and returned to the school district.

If you DO NOT want this information released without consent, please complete the enclosed form and return it by September 5, 2008. If we do not receive your notice by that date, we will consider this to mean that you have no objection to the release of this information.

FERPA Annual Notification Form

I DO NOT wish directory information, as defined by Williston Public School District #1, concerning my child to be released without my prior written consent. I understand that this will exclude my child's name from parent organization mailing lists, Coyote Foundation mailing lists, school annual and newspaper, commencement and other school programs, honor rolls, athletics, and other information about students in the public media.

Child's name _____

Parent signature _____

Date _____

My request is in effect for the 2008-2009 school year only.