

## NOTIFICATION OF FERPA

Under the direction of the Superintendent, school officials (Principal, Counselor, or principal's designee) of Lincoln County School District No. 2 will annually notify parents/legal guardians and eligible students (students who have reached the age of 18 years or who are legally emancipated) of their rights under FERPA (Family Rights and Privacy Act) to request information contained in student educational records.

Notification will be provided directly to parents and eligible students at the beginning of each school year and after any substantive change in such legislation. This notification will provide information concerning the following:

- The right to inspect and review student's educational records.
- The right to request an amendment of educational records.
  - Requests to amend educational records must be made in writing and prior to or at the completion of a grading period as to ensure adequate time for recording data to the record.
- Types of information the district has designated as directory information.
  - To ensure appropriateness of information and the legitimacy of personally identifiable information that may be disclosed to school personnel without parental or students consent.
- Procedure to opt-out of disclosure of directory information.
- The right to file a complaint with the Family Policy Compliance Office in the United States Department of Education.

### SEE PROCEDURE JRAA-R

AMENDED: May 10, 2012

AMENDED: July 18, 2007

ADOPTED: June 5, 2004 (PPRA content moved to JRAB)

Lincoln County School District #2, Wyoming