

Student Records and Privacy

Chimacum School District follows laws that allow families to request that student information be kept confidential.

What the school/district does to protect student information

Family Educational Rights and Privacy Act (FERPA)

Under the federal Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age have certain rights concerning how Chimacum School District releases educational records. Educational records are kept as part of the normal operation of our schools. The school district gives parents/guardians and eligible students an opportunity to tell us what student information must be kept confidential and not released.

In general, the district cannot release information about a student to people or organizations outside the district without written consent from parents/guardians. But there are exceptions which allow the district to release student information without written consent:

1. The district can forward educational records, upon request, to schools in which a student plans to enroll.
2. Student information may be disclosed, without consent, to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

School officials include:

- people employed by the district such as administrators, supervisors, instructors, or support staff members, including health or medical staff
 - people who serve on the school board
 - person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist)
 - parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official
3. Student information can be released to the appropriate individuals, such as health professionals and law enforcement, when eminent danger is present or when student safety is at risk.

Student directory information can be released

Another exception which allows release of student information without written consent from parents/guardians both inside and outside the district is what the law calls "directory information." This includes the student's:

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| •name | •photo |
| •address | •telephone number |
| •e-mail address | •date of birth |
| •participation in officially recognized activities & sports | •weight and height of members of athletic teams |
| •dates of attendance | •diplomas and awards |

How directory information may be used

Student information can be used for a variety of purposes, including:

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| •school yearbook | •school directory |
| •school or district newsletter | •school or district Web site |
| •news media | •graduation and awards ceremonies |
| •event fliers, programs, posters, etc. | |

See the **Directory Information Withhold Form** for a complete list of directory information.

What parents/guardians can do to keep student information private
Withhold release of student information

The law gives parents/guardians and students over 18 the right to request that directory information not be released without their written consent. Directory information can be withheld from:

School/district internal use: yearbook, directories, school or district internal newsletters, Web sites

External use: news media, graduation ceremonies, external publications, web sites

Military: all branches and recruiters

Higher education: colleges, universities

The district may release directory information about a student unless the request is made not to release it. In order to protect the information from being released, parents/guardians and students over 18 must fill out and turn in the Directory Information Withhold Form.

Directory information withhold form

The Directory Information Withhold Form allows parents/guardians and students 18 and over to request that directory information should be protected. To request that directory information be withheld, it must be indicated on this form. The form must be turned in to the school before October 1 each year in order to ensure the information is withheld. If the student enrolls mid-year, the form must be returned within five days.

Important: If you do not indicate a preference for the release of student information, the district assumes that you have no objection to the release of directory information as allowed by law, and no objection to the release of student information for publication as described on the form.

Military and higher education

Under federal law, directory information can also be released to military recruiters and to institutions of higher education. This only applies to students in ninth through 12th grade. If you don't want directory information released to military organizations or institutions of higher education, you must indicate that on the Directory Information Withhold Form.

You and your student will still be able to request sending records to specific colleges or universities, but the district will not include your student's directory information in requests for information made by higher education organizations.

Note: Both military and higher education organizations may gain access to your student's information from other sources, but Chimacum School District will not provide it.