



## Your Rights Regarding Student Records and Directory Information

What schools can do:	What parents and students over 18 can do:
<b>Directory Information</b>	
<p>Schools provide <i>directory information</i> for public listings such as honor roll, awards, and other notices in the newspaper or on the Montgomery County Public Schools (MCPS) website. A student's name, address, and telephone number may also be released to Parent Teacher Associations (PTA). <u>Unless you tell them not to</u>, schools can release this information without your prior consent.</p> <p style="text-align: center;"><b>What is Directory Information?</b></p> <p><b>Directory information</b> includes the following items: student's name, address, e-mail address, and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; degrees and awards received (including honor roll); most recent school attended; dates of attendance; photograph or other likeness; the weight and height of members of athletic teams; and other similar information.</p>	<p>If you do not want your school to release your <i>directory information</i>, complete the information below and return this notice to your school <b>by September 10, 2013</b>. Additional copies of this notice can be found at:</p> <p><a href="http://www.montgomeryschoolsmd.org/info/studentprivacy/pdf/ferpaForm11.pdf">http://www.montgomeryschoolsmd.org/info/studentprivacy/pdf/ferpaForm11.pdf</a></p> <p>This form must be completed every school year.</p> <p>Your school <b>will assume you agree</b> to the release of directory information, unless this form is returned by Friday, <b>September 10, 2013</b>.</p> <p>If you need to change your decision at a later date just contact your school directly.</p> <p>If you enroll after September 10, 2013, you can complete this form at the time of enrollment.</p>
<b>Student Educational Records</b>	
<p>Schools must provide you the opportunity to inspect student educational records within 45 days of receipt of such request. They also must provide you an opportunity to ask for amendments or for a hearing to challenge the content of the record if you believe it contains information that is inaccurate, misleading, or in violation of the student's rights to privacy. (Grades are not subject to challenge.)</p> <p>If requested, schools may disclose educational records without consent to another school in which a student seeks to enroll.</p>	<p>You may file a complaint with the U.S. Department of Education if you believe your rights have been violated and efforts to resolve the situation with MCPS have not proven satisfactory.</p> <p style="text-align: center;">Family Policy and Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605 202-260-3887</p>
<ul style="list-style-type: none"> <li>• These rights are spelled out in the <i>Family Educational Rights and Privacy Act of 1974</i> and can be referenced in 99.7 of 34 CFPP, Part 99.</li> <li>• Additional information may be found in MCPS Regulation JOA-RA, <i>Student Records</i>, available on the MCPS website or at your local school.</li> </ul>	

### Montgomery County Public Schools

Request to Withhold Directory Information for the 2013–2014 School Year

**Choose ONE of the following two categories:**

- ☐ 1. Please do not release any directory information. (See definition above)
- ☐ 2. Please do not release the following **part or parts** of directory information: (check all that apply)

☐ Name    
 ☐ Telephone    
 ☐ Photograph    
 ☐ Other (specify) \_\_\_\_\_

**EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE:**

- ☐ Release for the PTA directory    
 ☐ Release for Honor Roll publication    
 ☐ Release photo for yearbook

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ ID# \_\_\_\_\_

School \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_