



**ORLEANS PARISH SCHOOL BOARD (OPSB) – NOTIFICATION OF RIGHTS
UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
and
STUDENT DIRECTORY INFORMATION OPT-OUT FORM**

Under the Family Educational Rights and Privacy Act (FERPA), parents/guardians of students under age 18, and students over 18 years of age (“eligible students”) have certain rights with respect to the education records of a student. If the student is 18 years old, even if living with the parent/guardian, the student has all the rights under this Act. These rights are:

- (1) The right to inspect and review their education records within 45 days of the day OPSB receives a written request.
- (2) The right to request the amendment of an education record for a student that the parent or eligible student believes are inaccurate or misleading. If OPSB decides not to amend the record, OPSB will notify the parent/guardian 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/guardian or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the education records of a student, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by OPSB as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the School Board; contractors (a person or company with whom OPSB has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist); consultants; volunteers; or a parent or student serving on an official committee or assisting another school official in performing his or her duties. 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. Upon request, OPSB discloses education records without consent to officials of another school where a student seeks to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by OPSB to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W.; Washington, DC 20202.

Directory Information: Under FERPA, OPSB may release “directory” information to anyone, without the written consent of the parent or eligible student, unless you tell OPSB that you do not want the information released. 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. OPSB has designated the following information as directory information: student’s name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. (OPSB Policy J952). A parent or eligible student may refuse to allow OPSB to designate any or all of the types of information about the student as directory information, thus prohibiting its release to the public.

Release of Directory Information for Students in Grades Pre-Kindergarten to Eight (Pre-K to 8)

As a parent/guardian of a pre-kindergarten student, an elementary student, or a middle school student you have the right to choose whether directory information concerning your student is released or not. Once this form is completed and returned to the school, your choice will be electronically recorded and it will not change until you complete and submit a new form. Please check one box below and return this form to the school your student attends

no later than 30 days after receipt of this form. If the parent/guardian does not check one of the boxes or does not return this form, OPSB considers the lack of response as consent for box A.

For students in grades **Pre-Kindergarten through Eight (Pre-K to 8)**:

Please mark only one box:

- A. I consent to the release of the above directory information about the student named below.
- B. I do NOT consent to the release of the above directory information about the student named below, except as authorized by law.

PRINT Signer's Full Name

PRINT Student's Full Name

Date of Birth

Student's School ID number

Parent/Guardian/Eligible Student's Signature

Date

**PLEASE RETURN THIS FORM DIRECTLY TO THE STUDENT'S SCHOOL
EITHER IN PERSON OR BY U.S. MAIL.**

If you have more than one student, you must return a separate form for each student to each students' school. This form will be retained in your student's folder at his or her school.