



## 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><i>Directory information</i> 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;"> <b>Family Policy and Compliance Office</b>            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 \_\_\_\_\_



**Notification of Rights Under the  
Protection of Pupil Rights Amendment (PPRA)**

This notice informs parents/guardians and eligible students (emancipated minors or those 18 and older) of their rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights are spelled out in the *Protection of Pupil Rights Amendment* (20 U.S.C. § 1232h; 34 CFR Part 98). The law and regulations require educational institutions, such as Montgomery County Public Schools (MCPS) to notify parents and eligible students of their right to—

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDE):
  - Political affiliations or beliefs of the student or student’s parent
  - Mental or psychological problems of the student or student’s family
  - Sexual behavior or attitudes
  - Illegal, antisocial, self-incriminating, or demeaning behavior
  - Critical appraisals of others with whom respondents have close family relationships
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - Religious practices, affiliations, or beliefs of the student or parents
  - Income, other than as required by law to determine program eligibility
2. *Receive notice* of a parent’s right to inspect any third party survey, protected information survey, instrument collecting student information for the purposes of marketing or selling such information, or instructional material used as part of the student’s educational curriculum.
3. *Receive notice and an opportunity to opt a student out of—*
  - **any other protected information survey, regardless of funding; and**
  - **any nonemergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law.**

MCPS developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MCPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

MCPS also will directly notify parents and eligible students, by U.S. mail or e-mail, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in—

- collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- administration of any protected information survey not funded in whole or in part by USDE; and
- any nonemergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with the—

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605