

# ANNUAL NOTIFICATION OF RIGHTS PROTECTION AND PRIVACY OF EDUCATIONAL RIGHTS

Pursuant to the requirements of PL 93-380, the Minnesota Valley Cooperative Center #978 (including the districts of Yellow Medicine East, Renville County West, E.C.H.O. Charter and Clarkfield Area Charter School) the following notification to parents and students regarding data privacy practices of the school district is provided.

**A. Privacy Rights** – Education records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian if he or she is 18, attends a post-secondary institution, is married or has graduated. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space but which are set out in district policy.

**B. Directory Information** – "Directory Information" is public information relating to a student. Directory information includes names, positions, heights and weights of students participating in officially recognized activities and sports; and the names of students receiving awards, honors and degrees.

Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more category of such information.

**C. Inspection of Records** – Parents of a student or a student who is 18 or older may request to inspect and review any of the student's educational records except those which are by state or federal law, made confidential. The school district will comply with the request immediately if possible and if not, within 10 business days. Copies of records may be obtained at the actual cost of reproduction.

**D. Challenge to Accuracy of Records** – A parent or eligible student who believes that specific information in the student's education records is inaccurate, misleading, incomplete or violates the privacy or other rights of the student, may request that the school district amend or correct the record in question.

If the director, within a period of 30 days, declines to amend the record as requested, the parent or student who is 18 or older will be advised in writing of their right to request and obtain a hearing.

If either the director or, after hearing, the hearing officer appointed by the school district determines that the record in question is inaccurate, misleading, incomplete or violates the privacy or other rights of the students, the record will be amended, the parents or students age 18 or older notified of the change and an attempt will be made to notify past recipients of the data.

If, as a result of the hearing, it is determined that the challenged record is not inaccurate, misleading, incomplete or in violation of the privacy or other rights of the student, the parent or student of age 18 or older will be notified of their rights to place a statement with the record commenting upon it and setting out any reason or disagreeing with the decision of the school district data dispute will be disclosed only if the statement of disagreement is included with the disputed data.

The decision of the director or hearing officer is the final decision of the school district and may be appealed under the provision of the State Administrative Procedure Act.

**E. Transfer of Records to Other Schools** – Independent School District No. 978 forwards educational records of students to other schools in which a student seeks or intends to enroll upon request of that school. A parent or student who is 18 years of age or older may request and receive a copy of the records which are transferred and may, pursuant to this policy challenge the accuracy of the records. The district does not, however, notify parents or students of age 18 or older prior to such transfer.

**F. Complaints for Non-Compliance** – Parents and students of age 18 or older who feel there has been a violation of the rights accorded them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201. This review of the data privacy rights of students and parents in the educational records maintained by Independent School District #978 is intended only to be a summary of the provisions of the school district administrative regulations and applicable state and federal law. Requests for copies of the regulations and questions should be addressed to Cindy Loe, Director, Minnesota Valley Cooperative Center, 450 9<sup>th</sup> Avenue, Granite Falls, MN 56241.