

(Sent to Parent, guardian, or legal or actual custodian by the School District)

FERPA Parent, Guardian, or Legal or Actual Custodian Notification Form

Dear Parent/Guardian/Legal or Actual Custodian:

Enclosed/attached is an annual notice of the rights you and your child have with respect to your child's education records.

This notice is being provided to you because Form A (the Report of Competent Private Instruction), which you are required to file annually, is a public document and constitutes an educational record. Of course, not all of the information on Form A is public information. The information on Form A that is confidential and will not be released without proper consent or statutory authorization includes (in the order in which it appears on our most recent version of that form) the following:

- a. immunization information,
- b. special education status,
- c. instructional program information,
- d. number of days under CPI,
- e. all information about a licensed teacher who is providing or supervising the instruction, and
- f. all assessment/portfolio information.

Unless you notify us to the contrary, our district will release, upon request, the following "directory information" about your child:

- Student's name
- Address
- Telephone listing
- Whether student is dually enrolled or enrolled in home school assistance program
- Extracurricular activities (if applicable)

If you do not want all or some of the above information released, provide written instructions to:

_____ (Print name of district contact person) (email if available)

_____ (Mailing address)

If you have any questions about this notice, call the district contact person _____ (Phone Number)