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August 1, 2009

Dear Parents/Guardian:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to restrict the release of directory information. The Warren County Career Center (hereafter called the "Career Center") may disclose appropriately designated "directory information" without written consent, unless you have advised the Career Center to the contrary in accordance with Career Center procedures. The primary purpose of directory information is to allow the Career Center to include this type of information from your child's education records in certain school publications. Examples include:
  - A playbill, showing your student's role in a drama production;
  - The annual yearbook;
  - Honor roll or other recognition lists;
  - Graduation programs; and
  - Sports activity sheets, such as for wrestling, showing weight and height of team members.

The following information is designated as directory information:

- Student's name
- Photograph
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees, honors, and awards received
- Date of graduation

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws, as well as Ohio Law, require the Career Center to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**If you do not want to the Career Center to disclose directory information from your child's education records without your prior written consent, you must notify the Career Center, in writing within thirty (30) days of the first day of classes.**

2. The right to inspect and review the student's education records within 45 days of the day the Career Center receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Career Center to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Career Center decides not to amend the record as requested by the parent or eligible student, the Career Center will notify the parent 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 or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Career Center as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Career Center Board of Education; a person or company with whom the Career Center has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. 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, the Career Center discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Career Center to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

If you have any questions, do not hesitate to contact us at 513.932.5677 and speak with one of the building level administrators.