

Public Notice Regarding Personally Identifiable Information;
Access to Information; and Disclosure of Directory Information

The Beresford School District, in accordance with the Family Educational Rights and Privacy Act, FERPA (34 GFR Parts 99.7, 99.31, and 99.37), has established the following policies and procedures:

ACCESS RIGHTS: Parents and eligible students have a right to:

- Inspect and review the student's educational records;
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's educational records except to the extent that the Act and the regulations in this part authorizes disclosures with consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Act and this part;
- Obtain a copy of this policy and regulation in the building principal's or superintendent's office of the Beresford School District.
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DIRECTORY INFORMATION: Means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

DISCLOSURE: Means to permit access to or release, transfer, or other communication of education records, or the personally identifiable information contained in those records to any party, by any means, including oral, written, or electronic means.

PERSONALLY IDENTIFIABLE INFORMATION: Includes, but is not limited to the student's name, the names of the student's parent or other family members, the address of the student or student's family, a personal identifier, such as the student's social security number or student number, a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.

DISCLOSURE OF DIRECTORY INFORMATION: The school district shall disclose directory information it is has given public notice to parents and students of:

- Types of personally identifiable information that the school district has designated as directory information.
- A parent's or student's right to refuse to let the school district designate any or all of those types of information about the students as directory information; and

- Within fifteen (15) days from this public notification of disclosing directory information, the parent must contact the school district in writing of their refusal to release some or all of the directory information.
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DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION: The school district will disclose personally identifiable information under the following circumstances unless a written objection is filed by the parent of a student. The disclosure is:

- To other school officials with the existing school district who have legitimate educational interests;
- To officials of another school system where the student intends to enroll;
- To authorized representatives of the Comptroller General of the United States; the Secretary; or state and local authorities;
- In connection with financial aid for which the student has applied or which the student has received;
- To state and local officials or authorities, if a state statute adopted before November 19, 1974, specifically requires disclosure to those officials and authorities;
- To organizations conducting studies for, or on behalf of education agencies or institutions to: develop, validate, or administer predictive tests, administer student aid programs, or improve instruction. The study must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; and the information is destroyed when no longer needed. The term organization includes, but is not limited to, federal, state, and local agencies, and independent organizations;
- To accrediting organizations to carry out their accrediting functions;
- To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954;
- To comply with a judicial order or lawfully issued subpoena;
- In connection with a health or safety emergency;
- Information the school district has designated as “directory information”; and
- To the parent of a student who is not an eligible student.

This notice does not forbid or require the school district to disclose personally identifiable information from the education records of a student to any parties under items 1 to 11.

A copy of these policies and regulations may be obtained in the building principal’s or superintendent’s office of the Beresford School District. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Beresford School District, or the Family Education Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independent Avenue SW, Washington, DC, 20201.