



Mission Statement
Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.

August 2020

Annual Notification to Parents and Students of Confidentiality and Student Records

Grand Forks Public Schools Families,

The purpose of this notice is to inform you of your rights under two federal laws – the Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA).

In most cases, school Districts cannot disclose personally identifiable information from students' education records without the consent of parents/eligible students. However, some exceptions include:

1. Personally identifiable information from students' education records can be disclosed to school officials with a legitimate educational interest. A school official is a person employed by the District such as an administrator, teacher, support staff; individuals with whom the District has contracts to provide services (ex: health care providers, law enforcement personnel, transportation personnel); other individuals working on behalf of the District, such as school board members, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A legitimate educational interest means that individuals, such as those listed above, need access to personally identifiable information from students' records in order to fulfill their professional responsibilities.
2. Students' education records can be forwarded to other schools, school Districts, or post-secondary education institutions to which a student seeks or intends to enroll, or has already enrolled as long as such disclosures are for purposes related to a student's enrollment or transfer.
3. Federal law permits a school District to identify certain information as "directory information." The primary purpose of directory information is to allow the District to include information from your child's educational records in certain school and District publications, including a playbill or program, showing your child's role in a drama production or instrument played; the annual yearbook, honor roll, or other recognition lists; and graduation programs. Grand Forks Public Schools has designated the following information as directory information: student's name, address, telephone number, date of birth, grade level, photograph, participation in officially recognized activities and sports, and awards received. This information may be publicly released unless parents/eligible students inform the District otherwise (**see section "A" on form**).
4. Grand Forks Public Schools may receive a request from an individual or agency outside the district for directory information. This information, which involves the child's name, address, phone number, and grade level, may be publicly released unless parents/eligible students inform the District otherwise (**see section "B" on form**).
5. At times, representatives from radio, television, and print media may share human interest stories or report news (your child receiving an award, for example). This may include talking to students, taking pictures and/or video. Student names and grade level may be, but are not always, requested and/or included. This information may be released unless parents/eligible students inform the District otherwise (**see section "C" on form**).
6. Using a variety of Internet resources as a component of district curriculum and communication has become a necessary and important part of digital learning. Students will have opportunities to work with, learn, and publish content on district approved Internet resources. This information (which may include child's name, picture, voice, video, and other academically created content), may be released unless parents/eligible students inform the District otherwise (**see section "D" on form**).

7. Two federal laws require the District to provide 9th, 10th, 11th, and 12th grade students' names, addresses, and telephone numbers to military recruiters upon request, unless parents/eligible students inform the District otherwise (**see section "E" on form**).
8. State law requires school Districts to provide 10th and 11th grade students' names, addresses, and phone numbers to the North Dakota University System, which in turn discloses to the state's colleges and universities, unless parents/eligible students inform the District otherwise (**see section "F" on form**).
9. State law requires school Districts to provide students' names and addresses to tutoring services (Supplemental Education Services) at certain Title I schools. These companies may contact you about their services through mailed advertisements or promotional flyers only, unless parents/eligible students inform the District otherwise (**see section "G" on form**).
10. States and school districts that receive Title I funding are required to participate in the National Assessment of Educational Progress (NAEP) testing for purposes of providing a representative sample for measuring academic progress between states. Your child may be asked to participate in NAEP testing, unless parents/eligible students inform the District otherwise (**see section "H" on form**).

If you do not want your child's information disclosed (**see #3 through #10 above**), please complete the form by the first day of school. If we do not receive the information by this date, we will assume that there are no objections to disclosing the information listed above. For families new to the District, or enrolling after the first day of the school year, you have 10 business days from the date of your child's enrollment to submit the attached form to the main office at your child's school.

In addition, the FERPA affords parents and students over 18 years of age certain rights with respect to the student's educational records, including:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents/Eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/eligible student believes is inaccurate. Parents/Eligible students may ask the District to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent/eligible student, the District will notify the parent/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/eligible student when notified of the right to a hearing.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Dept. of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-5901.

Sincerely,

Jody Thompson, Associate Superintendent of Elementary Education
Catherine Gillach, Assistant Superintendent of Secondary Education

Student Information Opt-Out Form

August 2020

Grand Forks Public Schools may, in some cases, disclose personally identifiable information about students without the consent of parents/eligible students (at least age 18) unless informed otherwise. If you do not want the District to disclose the information noted below, you must complete the applicable sections by the first day of school. For families new to the District, or enrolling after the first day of the school year, you have 10 business days from the date of your child's enrollment to submit the information. Thank you!

Option A: School or District-related Release of Directory Information (this pertains to students in all grades).

I do NOT want directory information about my child disclosed. Grand Forks Public Schools has designated the following information as directory information: student's name, address, telephone number, date of birth, grade level, photograph, participation in officially recognized activities and sports, and awards received. If you select this option, your child's information will not appear in yearbooks, graduation programs, news releases, etc.

Option B: Public Release of Directory Information (this pertains to students in all grades).

I do NOT want directory information (child's name, address, phone number, grade level) about my child disclosed to any requestor who follows procedures.

Option C: Media Release (this pertains to students in all grades).

I do NOT want my child to be included in media interviews or stories. If you select this option, your child will not be featured in television, radio, or print news stories.

Option D: Blog/Online Materials (this pertains to students in all grades).

I do NOT want my child's work and/or photo to appear in district-approved Internet resources originating from Grand Forks Public Schools.

Option E: Military Recruiters (this pertains only to students in grades 9, 10, 11, and 12).

I do NOT want my child's name, address, and phone number disclosed to military recruiters.

Option F: Colleges and Universities (this pertains only to students in grades 10 and 11).

I do NOT want my child's name, address, and phone number disclosed to colleges/universities.

Option G: Supplemental Educational Services (this pertains only to certain Title I schools).

I do NOT want my child's name, address, and phone number disclosed to SES providers.

Option H: NAEP Testing (this pertains to students in all grades).

I do NOT want my child to participate in NAEP testing.

Student Name: _____ School: _____ Grade: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Home Phone Number: _____