

# GREENVILLE CITY SCHOOLS

*will be the leader in educational offerings, student performance and community involvement, and will maximize the potential of each and every student.*

Douglas W. Fries  
Superintendent

## Family Privacy Rights Notification of Directory Information

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information."

- Student's name
- Student's address
- Telephone number(s)
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study of student
- Dates of attendance
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within 10 days from the annual notification. Directory information will not be provided to any organization for any profit making purpose.

**If you wish to opt-out of any of the above items, please check next to the item(s) above and sign below.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Building

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

### **Grades 10-12 ONLY:**

\_\_\_\_\_ Check here to opt-out of name and address directory information being given to military recruiters.

**ONLY RETURN THIS FORM TO YOUR BUILDING IF YOU CHOOSE TO OPT-OUT OF ANY DIRECTORY INFORMATION**



## **Family Privacy Rights**

### **Notification of Inspection of Student Educational Records**

This notice includes the:

1. Right of a parent(s) or eligible student to inspect and review the student's education records;
2. Intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent (s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. Right of a student's parent (s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent (s) or eligible student's request;
4. The right of any person to file a complaint with the Department of Education if the District violates the FERPA and
5. The procedure that a student's parent (s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained. (Policies are available on the website or by contacting the Central Office at Memorial Hall)