



## Special School District No. 1, Minneapolis Public Schools Notification of Rights: Procedures on the Disclosure of Student Information and Records

The Minnesota Government Data Practices Act and the federal Family Education Rights and Privacy Act (FERPA) give parents or guardians and students who are 18 years of age or older certain rights with respect to students' education records. This notice summarizes important information regarding these rights. Minneapolis Schools, with certain exceptions (see following) must obtain your written consent prior to disclosure if personally identifiable information regarding your student or you is requested by someone other than the parent or guardian or the adult student.

1. **Student records can be released without your consent to District officials with legitimate educational interests.** Legitimate educational interest means that the official needs to review the record in order to fulfill his or her professional responsibility. District officials include, for example, District employees such as teachers, aides, office staff, and medical staff and may also include a volunteer or contractor outside of the school who performs a function for which District would otherwise use its own employees and who are under the control of the District with respect to student records.
2. Certain information is classified as **Directory information**. Directory information can be released without your consent. You do have the right to notify the school principal in writing that you do not want the information defined below to be released. In MPS, directory information and who can access it are defined as follows.
  - a. The following information can be released to any member of the public.
    - i. Name, height and weight of individual members of athletic teams; Example: this information could be included in a program, sports activity sheet, report or published article.
    - ii. Name of recipient and name of award or scholarship received; Examples: this information could be included in the honor roll, or a list of scholarship or academic prize winners.
    - iii. Names of participants in officially recognized school activities; Example: this information could be included in the schools' yearbook activity section, the playbill from a play or a music program, graduation or completion ceremony programs.
  - b. In addition to the information available to the general public, the following information can be released to any properly identified member of a governmental agency.
    - i. Name
    - ii. Date of Birth
    - iii. Photograph, audio or video image
    - iv. Home Address(es)
    - v. School of Enrollment
    - vi. Dates of enrollment in MPS Schools
    - vii. Telephone Number(s)
    - viii. Grade Level
    - ix. Serial number of student's Metropolitan Council Go-To Student Pass

### **Notify the school principal if you do not want the District to release this information as described.**

3. In the event a student transfers or applies to another school, including any school that the student might attend after high school, the District will transfer student records to that school if requested. The District will transfer all records including any formal suspension, expulsion, and exclusion disciplinary action.
4. The District will release the names, addresses, and home telephone numbers of high school students to military recruiting officers unless you notify the school principal that he or she should not release that information.
5. The District will release the names, addresses, and home telephone numbers of high school students to colleges unless your parents notify the school principal that he or she should not release that information.
6. The District will bill your health care provider for health care services required in an IEP. (Individual Education Program). Students' special education records will be destroyed when the student turns 25 years of age.

You may inspect or review school records within 10 school days after your principal receives the written request.

If you believe that a school record is not accurate or complete, you may notify your principal in writing about what you believe is inaccurate or incomplete and what you would like done to correct the information. If your principal decides not to change the record, the principal will notify you about additional steps you can take.

You may authorize school officials to release your private education records by signing a written authorization specifying the information you'd like released and the person you would like to receive the information.

You may file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920