PUBLIC NOTICE

Student Records Maintained by the Volusia County School District

The District maintains pupil educational records for instructional planning, research, guidance and preparation of state and federal reports.

Location and Availability of District Policies on Educational Records

District policies on educational records of pupils are published in the Student Educational Records Manual which is available at all school sites and from the ESE/Student Services Director's office. These policies and procedures are in accordance with The Family Educational Rights and Privacy Act (FERPA) which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(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 or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or 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 or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Volusia County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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.

(3) 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. The District reserves the right to release the following directory information without prior permission of the parent/guardian:

Pupil's name, parent's guardian's name, pupil's address and telephone number, date and place of birth, major field of study, participation in school sponsored activities and sports, weight and height if member of athletic team, school(s) attended and dates of attendance, graduation date and awards received, photograph.
Parent/guardian or eligible student who do not wish the designation of any or all of the above categories of directory information should notify the principal in writing within ten calendar days of the beginning of school each year. Lists of pupils will not be released to any profit organization.

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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or 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.

Personally identifiable information may be disclosed, transferred, or released without prior consent of the parent/guardian or adult student in connection with enrollment in another school, emergency situations, application for financial aid, research, a State Statute, an accrediting organization, and a lawfully issued subpoena.

(4) The destruction of student educational records, which may include exceptional student education information, is in accordance with the approved retention schedule approved by the Bureau of Archives and Records Management, State of Florida. When personally identifiable information collected, maintained, or records used to provide exceptional student educational services to a child with a disability is no longer needed, it will be destroyed five (5) years after the student leaves the Volusia County School District. Note: personally identifiable exceptional student education records may be needed by the child or the parents for social security benefits or other purposes. The parent/guardian or eligible student has five (5) years after graduation, transfer or withdrawal to request a copy of student educational records.

(5) 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 FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
400 Maryland Avenue, SW
Washington, DC 20202-4605