

MERCER ISLAND SCHOOL DISTRICT #400
Family Educational Rights and Privacy Act Notification &
Request to Withhold Directory Information: “[Opt Out](#)” Request Form

Educational Records: The Mercer Island School District (“District”) keeps records regarding each student. Under the Family Educational Rights and Privacy Act (“FERPA”), parent(s)/guardian(s)/a student over 18 years of age (“Eligible Persons”) have the following rights concerning such records:

1. **To Review Records** – an Eligible Person may inspect and review their student’s education records within forty-five (45) days of the day the school principal receives a written request for access.
2. **Appeal Contents of Records** – an Eligible Person who believes that a student record is inaccurate may request that such record be amended. Such requests should be: written, directed to the school principal, clearly identify the part of the record believed to be inaccurate, and specify why it is inaccurate. If the school decides not to amend the record as requested, the school will notify the Eligible Person who made the request of: the decision; the requestor’s right to a hearing regarding the denied request; and of additional information regarding the hearing procedures.
3. **Give Consent** – an Eligible Person has the right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include:
 - a. Disclosure to school official. A “school official” is a person with a legitimate educational interest who must review a student(s) record(s) in order to fulfill a professional responsibility. Such person may be: a District employee (administrator, teacher, support staff, etc.); 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); a volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another person employed by the District in the performance of that employee’s official duties;
 - b. Disclosure, upon request, to officials of another school district in which a student seeks or intends to enroll;
 - c. Disclosure of appropriately designated “Directory Information,” if the District has not received a written request that such information be withheld. (*see* “Opt Out” Request Form)
4. **File a Complaint** – an Eligible Person who feels the District has violated FERPA may file a written complaint concerning the alleged failure(s) with the Family Policy Compliance Office, US Department of Education, 600 Independence Ave. S.W., Washington D.C. 20202-4605.

Directory Information: The District may release some basic student information – “Directory Information” – without the consent of an Eligible Person. Directory Information may be used in a variety of ways, such as in school yearbooks, on the District website, or released to news media. Though Directory Information may not be released for commercial purposes, it may be released upon the request of nonprofit organizations such as PTAs, the Boys & Girls Club, etc. Directory information includes:

Student Full Name	Photograph/digital image	Diplomas/Awards
Address & Phone Number	Date of Birth	Weight/height of District athletes
Email addresses: personal, parent and school-assigned	Enrollment Status/ Schools attended/ Attendance Dates /Grade Level	Participation in officially recognized activities/ sports
Parent/guardian name(s)	Teacher/Advisor	Video

Unless an Eligible Person withdraws consent for Directory Information release, the District is legally required to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings (grades 9-12 only).

Request to Withhold Directory Information: “Opt Out” Request

Under FERPA, an Eligible Person may request that Directory Information not be released without written consent. If such a request is received by the District, that student will be omitted and **no attempt will be made to get prior written consent** in order to include that student in response to a Directory Information request.

If you do not want the above listed Directory Information released, please complete and submit Directory Information “[Opt-Out](#)” Request Form within five (5) school days of the start of the academic year or within five (5) days of enrollment if enrolled mid-year. If an Opt-Out Request is not received by the District on or before that date, consent to release of such information will be assumed.