

**FERPA Parent, Guardian, or Legal or Actual Custodian Notification Form**

Dear Parent/Guardian/Legal or Actual Custodian:

Attached is an annual notice of the rights you and your child have with respect to your child’s education records, **Board Policy 505.2R1**. This notice is being provided to you because **Form A**, which you are required to file annually, is a public document and constitutes an educational record.

Not all of the information on Form A is public information. The information on Form A that is confidential and **will not be released** without proper consent or statutory authorization includes the following:

- immunization information
- special education status
- instructional program information
- number of days under CPI
- all information about a licensed teacher who is providing or supervising the instruction
- all assessment/portfolio information

Unless you notify us to the contrary, our district **will release**, upon request, the following directory information about your child:

- Student’s name
- Address
- Telephone listing
- Whether student is dual enrolled or enrolled in home school assistance program
- Extracurricular activities (if applicable)

**Please complete the section below and submit with your Form A.** For your convenience, if you have more than one student you may include them all on this form.

**✍ Student Name:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- BCSD **may NOT** release any information regarding my student
- BCSD **may** release the nonconfidential “directory information” listed above
- BCSD may release information as provided in the written instructions below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**✍ Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you have any questions about this notice, please contact Kathy Lowry, BCSD CPI Coordinator, at 563-359-3681 or email [klowry@bettendorf.k12.ia.us](mailto:klowry@bettendorf.k12.ia.us)