

2019-2020 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 Shannon Muckenfuss, BCSD CPI Coordinator, at 563- 359-3681 or email smuckenfuss@bettendorf.k12.ia.us