

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Student Services

## STUDENT RECORDS

Board Policy 8330

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Technical Assistance Paper

The Family Educational Rights and Privacy Act (FERPA) requires schools to **annually** notify parents and eligible students of their rights regarding student records and the release of directory information.

This technical assistance paper is made available to provide directions for this annual notification. Specific authorization for this process is contained within the **Board Policy 8330, Student Records**. The Board Policy should be referenced for more detailed information.

Listed below are the materials for use in complying with FERPA. **These materials should be duplicated and sent home to parents and to eligible students, 18 years or older, in their home language on the first day of school.**

- Sample Letter (may be copied using school letterhead)
- Directory Information Opt-Out Form, FM-6479 Revised (10-08)
- Unlisted Telephone Number Notification, FM-6603 Revised (08-11)

While the notification of parental rights has been an ongoing annual requirement, the release of directory information to the military services and institutions of higher learning is a stipulation of the No Child Left Behind legislation and the US Patriot Act. Parents must be provided an opportunity to restrict the release of such information, before requests are honored. The Directory Information Opt-Out Form is provided for this purpose. It is imperative that parents receive this notification of their rights and are given an opportunity to “opt-out” of releasing their child’s directory information. **A STATEMENT INDICATING THAT THE OPT-OUT FORM MUST BE RETURNED WITHIN 30 DAYS OF ENTERING SCHOOL SHOULD BE INCLUDED IN YOUR LETTER DISTRIBUTED TO PARENTS ON THE FIRST DAY SCHOOL.**

When parents return the Directory Information Opt-Out Form, the data input specialist will enter a flag in the “Unsolicited Literature” screen of the Integrated Student Information System (ISIS) using the Categorical Update screen to indicate the parent’s decision regarding the release of their child’s directory information.

Federal and state laws provide for the release of listed telephone numbers only. Therefore, it is necessary to indicate in ISIS whether the telephone number provided by the parent is listed or not. The Unlisted Telephone Number Notification form provides information and direction to parents. This information should be documented in ISIS in the "Unlisted Phone" field on the Student Information (PF3) and New Student Without ID Screens.

**Please Note: All requests for directory information should be referred to the Office of Public Relations, Mr. John Schuster, Chief Communications Officer, at 305-995-4638. The fax number is 305-995-1251. At no time should a list be provided by school staff because the documents available to schools may include the directory information for all students.**

For technical support regarding this technical assistance paper, contact Ms. Deborah A. Montilla, District Director, or Ms. Angelica M. Yanez, Curriculum Support Specialist, Division of Student Services, at 305-995-7325. If you need assistance entering information in ISIS, contact Information Technology Services (ITS) by creating a heat ticket online.

