

BOARD POLICIES	STUDENT INFORMATION (BP-10001) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

Metro Technology Centers will maintain permanent records of student achievement, progress and other data required to facilitate the delivery of appropriate instruction and related educational services, including those obtained through participation in Internet-based courses, in accordance with the Family Educational Rights and Privacy Act (FERPA) guidelines.

The Family Educational Rights and Privacy Act (FERPA), is a federal law established in 1974 that gives parents and students who are 18 years of age or older (eligible students) specific rights to access educational records and to protect the privacy of these records. These rights include: the right to inspect and review education records; the right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of student’s privacy rights under FERPA; the right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Metro Technology Centers to comply with FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue SW, Washington, DC 20202. Prior consent is not required when the information is shared with school officials who have a legitimate education interest in the student.

Disclosure of Directory information: MTC may disclose information on a student without violating FERPA through what is known as “directory information.” This information is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a student’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with the following information: names, addresses and telephone numbers. The school has designated the following information as directory information: name, career major/courses of study, dates of attendance, participation in officially recognized District activities, certifications/licensures (if known by MTC), certificates/awards received; and the most recent school attended. If you do not want Metro Technology Centers to disclose directory information from your education records without prior written consent, you must notify the registrar’s office by the last day of September each school year. Upon receipt of this request, information will be released to the designated person(s) unless rescinded by the student, or parent/guardian if the student is under the age of 18 years, in writing.

The board directs the superintendent or designee to develop appropriate procedures related to this policy.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

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<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
13-Nov-95	A	Adopted
08-Jan-96	B	Revised
22-Sep-03	C	Reformatted
15-Dec-03	D	Legal references reviewed and revised as necessary
22-Nov-04	E	Revised
13-Sep-11	F	Title changed from Confidentiality of Student Information to Student Information; revised header and footer formats, as well as date formats under Revision History. Revised policy. Statutory citations updated.
11-Sep-12	G	Policy revised to be compliant with FERPA requirements. In addition, PCF Framework removed.
07-May-13	H	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

***** End of Policy *****