



ADMINISTRATION BUILDING

7550 FOREST ROAD, CINCINNATI, OHIO 45255

513/231-3600

513/231-3830

Dear Parent:

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

1. Parent(s) or eligible students have the right to restrict the release of directory information. Forest Hills Local School District (hereafter "Forest Hills") may disclose appropriately designated "directory information" without written consent, unless you have advised Forest Hills to the contrary in accordance with Forest Hills' procedures. The primary purpose of directory information is to allow Forest Hills to include this type of information from your child's education records in certain school publications including the district web site. Examples include:

- A program or flier that documents your student's role in a youth organization event
- The annual yearbook
- Honor roll or other recognition lists
- Program completion programs

The following information is designated as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Date of graduation

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to: companies that manufacture class rings or publish yearbooks, charitable organizations, and colleges and universities. In addition, two federal laws, as well as Ohio Law, require Forest Hills to provide military recruiters, upon request, with three directory information categories - name, address and telephone listing - unless parents have advised Forest Hills that they do not want their student's information disclosed without their prior written consent.

If you do not want Forest Hills to disclose directory information from your child's education records without your prior written consent, you must notify Forest Hills, in writing within thirty (30) days of first day of school.

2. Parent(s) or eligible students have the right to inspect and review the student's education records within 45 days of the day Forest Hills receives a request for access. Parents or eligible students should submit to *the Principal* a written request that identifies the record(s) they wish to inspect. The *Principal* will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. Parent(s) or eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. They should write the *Principal* clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Forest Hills decides not to amend the record as requested by the parent or eligible student, Forest Hills will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. Parent(s) or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Forest Hills as an administrator, supervisor, faculty, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Forest Hills Board of Education; a person or company with whom Forest Hills has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Forest Hills discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. Forest Hills uses personally identifiable information contained in the student's education records to complete research and program accountability reports. Such use only results in composite reports that exclude any individually identifiable results. If you do not want Forest Hills to utilize personally identifiable information from your child's education records to complete research and program accountability reports without your prior written consent, you must notify Forest Hills, in writing by thirty (30) days of the date written on the first page of this letter.
6. Parent(s) or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Forest Hills to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

If you have any questions, do not hesitate to contact your building principal.