



## PRIVACY ACT

Under the Family Education Act of 1974, parents of students 18 and older may review school records directly related to the student of whom the request is made. Requests for review of records may be filed through the principal's office at the school where the student is attending. The school district has a reasonable length of time (not to exceed 45 days) to comply with such requests and records cannot be altered or purged in any manner once a request to review has been filed. Parents have the right to request amendment of the educational records if they believe them to be inaccurate, misleading or in violation of the student's privacy. Refusal to amend the records could result in a hearing of the contents and/or a letter of rebuttal which would be included as part of the records, and which would be disclosed whenever the records were released. In most cases, written permission is required before student records can be released or reviewed by an outside agency. As a matter of policy, Oxford Community Schools will forward records on request to a school in which the student seeks or intends to enroll. Under the conditions for release, parents of students 18 or older may request copies of any or all records released. School districts can release directory information without permission, and for this purpose the Oxford Community schools designates as directory information: a student's name; date and place of birth; dates of attendance; current grade placement and/or date of graduation; scholarships, awards and honors earned; participation in officially recognized sports and activities; height and weight if a member of an athletic team; plus addresses and telephone numbers for inclusion in school or parent-teacher organization directories only.

Following the district's public notice, or upon their person notification, parents or adult students may decline to allow the district to disclose any or all of the directory information described above by providing written notification to the district. The Family Education Rights and Privacy Act of 1974 is in effect in all school districts that receive federal funding, and punitive action under the law for noncompliance could lead to withholding of these federal funds. A copy of the Oxford Community Schools policy on student records is on file at the Board of Education Office.

For further information contact:

David Pass

Assistant Superintendent for Human Resources

10 N. Washington Street

Oxford, MI 48371

(248) 969-5004