

September, 2008

Dear Parents/Guardians:

The following are Northwest Local School District policies and federal laws for your information. The information has been summarized below; however, if you would like more detailed information, **please review the student handbook, visit the district website at www.nwlsd.org or contact the Northwest Local School District Administrative Office at 923-1000.**

Professional Qualifications of Teachers

The federal No Child Left Behind Act requires school districts to notify parents that they may request information regarding the professional qualifications of their child's teachers. Information can be accessed on the Ohio Dept. of Education website at www.ode.state.oh.us, or contact the Human Resource Office at 923-1000 to schedule an appointment.

Protection of Pupil Rights Amendment (PPRA)

PPRA was part of the federal No Child Left Behind Act. This law affords parents and students who are 18 certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. (www.nwlsd.org).

School and District Report Cards

The federal No Child Left Behind Act requires the Ohio Dept. of Education (ODE) to annually issue school and district report cards. The ODE does not mail the report cards to parents' homes. According to the ODE, the information will be available by August 26, 2008, on the ODE website www.ode.state.oh.us.

Family Educational Rights and Privacy Act (FERPA)

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

1. Parents or eligible students have the right to restrict the release of directory information. Northwest Local School District may disclose appropriately designated "directory information" without written Consent, unless you have advised Northwest to the contrary in accordance with Northwest's procedures. The primary purpose of directory information is to allow Northwest to include this type of information from your child's education records in certain school publications, such as the annual year-book and recognition lists.

The following information is designated as directory information:

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

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 Northwest to provide military recruiters, Upon request, with three directory information categories: name, address and telephone listing, unless parents have advised Northwest that they do not want their student's information disclosed without their prior written consent.

If you do not want Northwest to disclose directory information from your child's education records without your prior written consent, you must notify in writing the Northwest Student Services Office, 3240 Banning Road, Cincinnati, Ohio 45239, within thirty (30) days of the first day of classes.

2. Parents or eligible students have the right to inspect and review the student's education records within 45 days of the day Northwest 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. Parents 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 Northwest decides not to amend the record as requested by the parents or eligible student, Northwest will notify the parents 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 parents or eligible student when notified of the right to a hearing.
4. Parents 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 Northwest as an administrator, supervisor, faculty, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Northwest Board of Education; a person or company with whom Northwest has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, 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, Northwest will disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.
5. Northwest uses personally identifiable information contained in a 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 Northwest 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 Northwest, in writing, within thirty (30) days of the first day of classes.
6. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwest to comply with the requirements of FERPA. The name and Address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-8520

If you have any questions about the information above, please contact the NWLSD at 923-1000.