



VERNON TOWNSHIP HIGH SCHOOL

1832 Route 565 • P.O. Box 800 • Vernon, NJ 07462 • Voice (973) 764-2960 • Fax (973) 764-2961

www.vtsd.com

Timothy Dunnigan
Principal
tdunnigan@vtsd.com

Nancy LoPresti
Assistant Principal
nlopresti@vtsd.com

James Trusa
Assistant Principal
jtrusa@vtsd.com

William Edelman
Athletic Director
bedelman@vtsd.com

Dear Parent/Guardian:

RE: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your consent prior to the disclosure of personally identifiable information from your child's educational records. Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples are a program showing your child's role in a school production, honor roll or other recognition lists, and press releases. Directory information can also be disclosed to outside organizations without a parent's prior written consent. These organizations might include state or federal authorities auditing, evaluating programs, or enforcing state or federal laws, other schools the student is seeking to attend, or a court by order of a subpoena.

Our district has designated the following as directory information: student name, telephone number, grade level, dates of attendance, participation in school activities, photograph and awards or recognition received. If you do not want our school or district to disclose directory information about your child without your prior written consent, you must notify me to let me know which type of directory information you wish to deny.

Should you have any questions, please feel free to contact me.

Sincerely,

Timothy T. Dunnigan
Principal

_____ **YES**, allow release of information

_____ **NO**, do not allow release of information

Student's Name PLEASE PRINT

Grade

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833 or you may contact us at the following address:

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