



PICKERINGTON LOCAL SCHOOL DISTRICT

777 Long Road, Pickerington, Ohio 43147
Phone: 614-833-2110 Fax: 614-833-2143
www.pickerington.k12.oh.us

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Pickerington Local Board of Education Policy and Regulations include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School 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.
- The following is designated as "**directory information**," which may be disclosed without prior written consent: a student's name, address, telephone number, grade, date of graduation, extracurricular participation, achievement awards or honors earned, weight and height if a member of an athletic team, photograph and parents names.
- Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures. The written request or any questions should be directed to the Communications Department, Pickerington Local School District, 777 Long Street, Pickerington, Ohio 43147, (614) 833-2110.