

NOTICE OF STUDENT RIGHTS AND RESPONSIBILITIES WITH RESPECT TO STUDENT RECORDS MAINTAINED BY THE HOUSTON INDEPENDENT SCHOOL DISTRICT

State law requires the Houston Independent School District (HISD) to maintain an education record for each student attending its schools. These records contain identifying data pertaining to the student, and may include information concerning demographics, grades, attendance, health, discipline, guidance, assessment, and appraisals.

Access to Records: In addition to the employees of the district who have a legitimate educational interest in a student's records, parents, guardians, and the student are the only persons who have general access to the student records maintained by the district. Under certain other restricted conditions, which include the completion of a request form that remains permanently with the records, other individuals may review a student's records. These conditions include 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, accrediting organizations, state and local juvenile justice system authorities pursuant to state law, and appropriate officials in cases of health and safety emergencies. Records may also be reviewed to comply with a judicial order or lawfully issued subpoena provided the parent and student received notice before compliance. No other persons are allowed to review a student's records without either permission of the parent or that of the student if over 18 years of age.

Both parents—married, separated, or divorced—have access to a student's records until the student becomes 18 years of age and is no longer a dependent student under Section 152 of the Internal Revenue Code. After the student becomes 18 and is no longer a dependent, only the student has access to his or her records except that the student may consent to others having access. A parent's rights of access may also be restricted by a court order. Legal guardians have the same rights of access as parents. Parents and students may review records during the regular school hours by contacting the principal who is the custodian of the records.

Directory Information

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want HISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by October 26, 2012. HISD has designated the following types of student data as directory information: name, address, electronic mail address, telephone listing, photograph, major field of study, date and place of birth, enrollment status (full- or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, and the most recent educational agency or institution attended. If you do not want to release directory information regarding your child, please complete and sign the *Privacy Code Form* and return it to your child's school.

Public Law 107-110 requires school districts receiving assistance under the No Child Left Behind Act of 2002 to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent. If you would like the option of not having your child's directory information released to military recruiters or institutions of higher education without your specific, prior, written consent, complete the *Privacy Code Form* at the bottom of this form and return it to your child's school.

Challenge of Content of a Record: If a parent or a student over 18 feels that the student record contains information which is misleading, incorrect, or a violation of the privacy or other rights of the student, that person may challenge the contents of the record in an informal hearing. To initiate this procedure, contact the principal.

Copies: A student 18 years of age or over or a parent or guardian of a student under 18 years of age requesting copies of his or her child's official district records for a purpose other than the transaction of the official business of the district shall pay \$.10 a page for each copy. A limit of three high-school transcripts will be provided free to post-secondary schools. Each additional copy will cost \$1.00.

The Inactive Student Records Department microfilms high-school transcripts for permanent retention. The district maintains Special Education records for seven years after the last date of service and then destroys the records in accordance with state law. A "**Notice of Destruction of Special Education Records**" is published annually through the local media, advising the parent or adult student how they may request a copy of the records before they are destroyed. It is important that the parent or adult student keep a copy of all Special Education records for use in later years.

Complaints: The parents or the student over 18 has the right to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with the provisions of the Family Education Rights and Privacy Act of 1974.

Return this form by October 26, 2012 if you do not want directory information released.

PRIVACY CODE FORM

I have received the *Notice of Student Rights and Responsibilities with Respect to Student Records Maintained by the Houston Independent School District*.

____ I request that Houston ISD not release any directory information regarding my child, except as required by law, without my specific written approval.

____ I request that Houston ISD not release my child's name, address, and telephone number to a military recruiter or an institution of higher education.

(Student's Name) (Student's HISD ID Number)

(Student's School)

(Student's Birth Date) (Student's Grade)

(Parent's Signature) (Date)

