

FERPA Parent, Guardian, or Legal or Actual Custodian Notification Form: Competent Private Instruction

(Sent to Parent, Guardian, or Legal or Actual Custodian by the School District)

Dear Parent/Guardian/Legal or Actual Custodian:

Enclosed/attached is an annual notice of the rights you and your child have with respect to your child's education records.

This notice is being provided to you because Form A (the Report of Competent Private Instruction), which you are required to file annually, is a public document and constitutes an educational record.

Of course, not all of the information on Form A is public information. The information on Form A that is confidential and will not be released without proper consent or statutory authorization includes (in the order in which it appears on our most recent version of that form) the following:

- a. immunization information,
- b. special education status,
- c. instructional program information,
- d. number of days under CPI,
- e. all information about a licensed teacher who is providing or supervising the instruction, and
- f. all assessment/portfolio information.

Unless you notify us to the contrary, our district will release, upon request, the following "directory information" about your child:

Student's Name
Address
Telephone Listing
Grade Level
Photograph

Whether student is dually enrolled or enrolled in home school assistance program
Extracurricular activities (if applicable)

If you do not want all or some of the above information released, provide written instructions to:

**Mary Jane Stites
PO Box 680
Grimes, IA 50111**

OR

maryjane.stites@dcgschools.com

If you have any questions about this notice, call the district office at 515-992-3866.

DALLAS CENTER-GRIMES COMMUNITY SCHOOL

2405 W 1st St, PO Box 680

Grimes, Iowa 50111

Telephone: 515-992-3866

Fax: 515-992-3079

Student Release of Information Opt-Out Form
(To Prevent School Officials from Releasing Student's Personal Information)

Student Name: _____ Date: _____

Please read carefully, make appropriate selections, and return to Central Office at the address listed above.

I request that the above student's directory information

_____ not be released to military recruiters

_____ no release of information

Signature of parent or guardian: _____ Date: _____

I am 18 years old and request that my directory information not be released to the above checked individual/groups.

Signature of student: _____ Date: _____

_____ I further request that the above named student not be removed from an academic Class to meet with military recruiters.

Signature of parent or guardian: _____ Date: _____