

Pursuant to the requirements of state and federal law, the following constitutes the Northfield Public Schools' Annual Notification to parents and students regarding data privacy practices.

Northfield Public Schools has adopted a Student Record Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary the policy provides.

1. *Privacy Rights:*

Educational records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the parent or guardian of the student or student, age 18 or older or if the student attends a post-secondary institution. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space, but which are set out in the complete policy.

2. *Directory Information includes the following:*

Student's name, address and telephone number

Date of birth

Most recent previous educational agency or institution

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Degrees, honors, and awards received

Dates of attendance, grade level, enrollment status (eg.full or part time)

Parent's name, address and telephone number

Major field of study

Photograph, videotape and other visual representations for school-approved publications, yearbooks, newspapers, public presentations, and web pages.

Directory information may be released to the public without prior consent unless the parent or student, age 18 or older, has objected in writing to the release of the above categories of information.

3. *Inspection of Records:*

Parents of a student or a student, age 18 or older, may request to inspect and review any of the student's educational records except those which are, by state and federal law, made confidential. The school district will comply with the request immediately, if possible, and if not, within five working days. In certain special circumstances an additional five working days may be required in order to comply. Copies of the record may be obtained at a reasonable fee as established by the school district.

4. *Challenge to Accuracy of Records:*

A parent or student, age 18 or older, who believes that specific information in the student's educational record is inaccurate, misleading, incomplete or violates the privacy or other rights of the student may request the school district amend the record in question.

If the Building Principal, within a period of 30 calendar days, declines to amend the record as requested, the parent or student, age 18 or older, will be advised in writing of their right to request and obtain a review of the request with the Superintendent.

If as a result of this review, it is determined that the challenged record is not inaccurate, misleading, incomplete or in violation of the privacy or other rights of the student, the parent or student, age 18 or older, will be notified of their rights to place a statement with the record commenting upon it and setting out any reason for disagreeing with the decision of the school district.

The decision of the Superintendent is the final decision of the school district and may be appealed under the provision of the State Administrative Procedure Act, Minn Stat. C 15, relating to contested cases.

5. *Transfer of Records to Other Schools:*

The School District forwards educational records of students to other schools and school districts in which a student seeks or intends to enroll upon request of that school or school district. A parent of a student who is 18 years of age may request and receive a copy of the records that are transferred and may, pursuant to this policy, challenge the accuracy of the records. The District does not, however, notify parents or students, age 18 or older, prior to such a transfer.

6. *Complaints for Non-Compliance:*

Parents or students, age 18 or older, who feel there has been a violation of the rights accorded them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201.

This review of the data privacy rights of students in the educational records maintained by the Northfield Public Schools is intended only to be a summary of the provisions of the district policy and applicable state and federal law.

Request for copies of the policy and questions should be addressed to:

Dr. L. Chris Richardson, Superintendent, Northfield Public Schools, 1400 Division Street South, Northfield, MN 55057

*This Mission of the Northfield Public Schools is to deliver educational excellence
that empowers all learners to participate in our dynamic world.*

An Equal Opportunity Employer