

## **Family Educational Rights and Privacy Act**

### **NOTICE OF PARENT AND STUDENT RIGHTS**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) and CROSSTIMBERS ACADEMY maintains general education records which are available to the parent, guardian, or person standing in lawful control of the student under a court order. Both parents/guardians have access to the records unless the school is in possession of a court order limiting access. Federal law provides that student "educational records" are confidential. School records are defined as being directly related to a student and maintained by the school including, but not limited to: attendance, grades, discipline, test scores, health and immunization, and psychological or counseling records. Directory information is not confidential under FERPA. Certain information about CROSSTIMBERS ACADEMY 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 CROSSTIMBERS ACADEMY to disclose directory information from your child's education records without your prior written consent, you must notify the CROSSTIMBERS ACADEMY in writing by the tenth (10th) day of the school year. CROSSTIMBERS ACADEMY has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Student directory information is available to the public unless the parent/guardian restricts the release of the information.

1. According to the Texas Public Information Act (TPIA), CROSSTIMBERS ACADEMY must release directory information promptly upon request and may not ask requestors the reason for the requested information.
2. Parents/guardians have the right to restrict the release of directory information, but must do so in writing within the first ten (10) days of the school year or enrollment or see number 4 below.
3. Parents/guardians may alter their choice regarding directory information at any time by completing and submitting the Student Directory Release form found in the list on the left of

this webpage to their child's school. Decisions regarding directory information will remain until a subsequent written request is made to alter the previous decision.

4. Parents with a Parent Portal account may review their child's privacy status and make changes if wanted. Privacy codes may also be changed any time by completing a Student Directory Information Release form (found in the list on the left of this webpage) and submitting it to their child's school.

5. Schools must notify parents and eligible students of their FERPA rights annually. In addition to this form, FERPA information is found in the enrollment documentation.