



Every Student Succeeds Act of 2015

This notice is to inform you that you have the right to request information regarding the professional qualifications of your student's classroom teachers under the Every Student Succeeds Act of 2015. At any time, you may ask for the following information:

- Whether a teacher has met District of Columbia qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether a teacher is teaching under an emergency or other provisional status through which District of Columbia qualification or licensing criteria have been waived;
- Whether a teacher is teaching in the field of discipline of the teacher's certification;
- Whether a student is being provided services by paraprofessionals (non-certified instructional aides that assist in the classroom under teacher supervision) and, if so, the qualifications of the paraprofessionals.

Please submit all requests and any other questions you may have related to this notice to DC Public Schools by email to dcps.hrdataandcompliance@dc.gov or by fax to (202) 535-2483.

Protection of Pupil Rights Amendment

This notice informs parents/guardians and eligible students (emancipated minors or students 18 and older) of their rights regarding the administration of surveys and physical examinations/screenings and the collection and use of personal information for marketing purposes. These rights are stated in the Protection of Pupil Rights Amendment (20 U.S.C. § 1232h; 34 CFR Part 98) ("PPRA") and are provided in this document as well. DCPS has developed and adopted policies regarding these rights, as well as procedures to protect student privacy in the administration of surveys and the collection, disclosure, and use of personal information for marketing, sales, or other distribution purposes. The DCPS Survey Calendar, available at <https://dcps.dc.gov/surveys>, notifies parents/guardians and eligible students, at the beginning of each school year and on a continuing basis, of the specific or approximate dates of protected information surveys and physical examinations/screenings administered to students. For all physical examinations/screenings and all surveys requiring passive consent, DCPS provides parents and eligible students with forms indicating they wish to opt a student out of participating in the activity. As a parent/guardian of a student or as an eligible student, you have the following rights under the PPRA:

1. **Consent to surveys.** Parents/Guardians and eligible students must consent before students are required to submit to a survey that is funded in whole or in part by a program of the U.S. Department of Education (USDE) and concerns one or more of the following categories of protected information:
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior or attitudes;
 - Illegal, antisocial, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; and
 - Income, other than as required by law to determine program eligibility.
2. **Ability to opt out.** Parents/Guardians and eligible students will always have an opportunity to opt a student out of the following:
 - Any survey of protected information not funded by the USDE;
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent and not necessary to protect the immediate health and safety of a student (except hearing, vision, and scoliosis screenings and any physical exam/screening required under state law); and
 - Any activities involving collection, disclosure, or use of personal information collected from students for marketing, sale, or distribution (this does not apply to the collection, disclosure, or use of personal information collected from students for the *exclusive* purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions).
3. **Right to inspect.** Parents/Guardians and eligible students, upon request and before their administration or usage, may inspect:
 - Surveys of protected information of students and surveys created by third parties;
 - Instruments used to collect personal information for any marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students aged 18 or older (“eligible students”) certain rights with respect to a student’s education records. This document is meant to notify you of specific important rights you have:

- 1. The right to inspect and review the student's education records** within 45 days of the day the District of Columbia Public Schools (DCPS) receives a request for access. Parents/Guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- 2. The right to request amendment of the student’s education records** that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. Parents/Guardians or eligible students may write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If DCPS decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- 3. The right to consent (in writing) to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, DCPS discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled, when such disclosure is requested for purposes of the student’s enrollment or transfer. In addition, FERPA authorizes disclosure without consent to school officials whom DCPS has determined to have legitimate educational interests. A school official is a person employed by DCPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom DCPS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian, student or other volunteer 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.
- 4. The right to file a complaint** with the U.S. Department of Education concerning alleged failures by DCPS to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.
- 5. The right to withhold disclosure of directory information.** At its discretion, DCPS may disclose basic “directory information” that is generally not considered harmful or an invasion of privacy without the consent of parents/guardians or eligible students in accordance with the provisions of District law and FERPA. Parents/Guardians or eligible students may instruct DCPS to withhold any or all of the information identified above by completing the Release of Student Directory Information section below.

OPTIONAL – Do Not Release Student Directory Information

You may elect to restrict the information DCPS releases. Please mark the items below that you do not want DCPS to disclose without your consent, if any:

- | | | |
|--|---|--|
| <input type="checkbox"/> Student Name | <input type="checkbox"/> Participation in Officially Recognized Activities and Sports | <input type="checkbox"/> Diplomas/Awards Received |
| <input type="checkbox"/> Student Address | <input type="checkbox"/> Weight and Height of Members of Athletic Teams | <input type="checkbox"/> Dates of Attendance |
| <input type="checkbox"/> Parent/Guardian Email | <input type="checkbox"/> Names of Schools Previously Attended | <input type="checkbox"/> Student Telephone Listing |
| <input type="checkbox"/> Grade Level | <input type="checkbox"/> Student’s Date and Place of Birth | <input type="checkbox"/> Name of School Attending |

By signing below, I affirm that:

- DCPS shall not disclose any information item I have placed a checked above;
- I hereby consent that DCPS may disclose any information item that I have not checked; and
- However, I understand that DCPS may still disclose this information if it is required to do so or if it is permissible under FERPA.

Parent/Guardian Name: _____ Signature: _____ Date: _____