FERPA Parent, Guardian, or Custodian Annual Notification Form (Independent Private Instruction)

Required district notification for Family of an IPI student

District Instructions

The following template is provided for a school district to use to fulfill its annual obligation to notify parents, guardians, and custodians of IPI students of their rights under the Family Educational Rights and Privacy Act (FERPA). The district must attach its FERPA policy and student directory information to this notification. This is a template and may be copied onto district letterhead.

Dear Parent, Guardian, or Custodian:

Attached is an annual notice of the rights you and your student have with respect to your educational records.

This notice is being provided for you because your IPI student is receiving certain services from the district, or you have provided information based on a written request from the school district's superintendent or the Iowa Department of Education's director. The information you provided is a public educational record. Personally identifiable information about your student in the educational record will not be public unless you consent to its release. Directory information or information that is generally considered not to be harmful and not to invade privacy if released, or if an exception to the consent requirement applies, may be released by the district if requested.

Unless you notify the district that you do not consent to the release of the following directory information about your student, it will be released upon request.

- student name;
- student address; and
- telephone listing (optional, if provided by the family).

If you do not want all, or specific information listed above released, provide written notification with instructions regarding your preferences and send to:

- name of district contact; and
- mailing address.

If you have questions related to this notice, please contact:

- insert name of contact; and
- insert phone number.

Sincerely,

(Insert name of contact sending information)