

## **Notice of Privacy Rights of Parents and Students**

Parents and eligible students (age 18 and over) are guaranteed by federal law certain rights as to the privacy of their educational records as well as personal access to these records. These rights are guaranteed by the “General Education Provisions Act”, Title IV, P.L. 90-247, as amended by Section 513, P.L. 93-568. Each educational institution must notify eligible students and parents annually of their rights under this regulation.

This regulation guarantees to parents and eligible students the right to inspect their educational records, the assurance that personally identifiable information within these records (other than “Directory Information”) will not be revealed to other than authorized personnel without the consent of the parent and/or student, and the right to challenge items within the records. Further, the regulations require that each educational record must contain therein a list of the individuals to whom personally identifiable information has been released, when it was released, and the usage to be made of this information.

The Board of Education of Cape Girardeau Public School District #63 has adopted a policy to assure compliance with the privacy regulation. Dr. James Welker, Superintendent, has been named by the Board of Education as the responsible person to whom inquiries concerning the privacy regulation should be directed. A copy of the “Board” policy, a description of the information declared to be “Directory Information”, procedures to be used to gain access to a student’s records, and the right to challenge the content of these education records may be secured from:

Dr. Jim Welker  
301 N. Clark Street  
Cape Girardeau, MO 63701  
(573) 335-1867