

three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

E. Student Lists may only be released to the following outside organizations and only after the entity requesting the information enters a written agreement that includes the provisions set forth below:

- Institutions of higher education;
- School-affiliated non-profit groups such as PTSA's and Booster Clubs, to be used for purposes that are approved by the school principal; and
- Entities that are under contract with the school district to provide services that benefit students or a particular school on behalf of the school district.

1. Before being approved to receive Student Lists, each entity must agree in writing to:

- a. Use the Student List only for the express purpose for which it was requested;
- b. Keep the Student List information confidential;
- c. Not to copy, disseminate or otherwise disclose the Student List to any other entity or person; and
- d. Destroy the Student List upon completion of the use for which it was requested.

III. Notice Requirements

At the start of each school year, the District shall provide written notification to parents and eligible students of the following with respect to education records:

- A. An explanation of directory information and notice that this information may be provided to others without prior written consent of the parent or eligible student, unless the parent or eligible student notifies the principal in writing that he does not wish for directory information to be disclosed regarding his child without prior written consent.
- B. The right of parents or eligible students to inspect and review education records, any procedures that must be followed in order to inspect and review records, and that a reasonable fee may be charged for copies of records.
- C. Circumstances under which personally identifiable information will be released from a student's education records without the parent or eligible student's prior written consent.
- D. Notice that the Board has a policy dealing with student records and the right of a parent or eligible student to obtain a copy of this policy.
- E. Notice that school officials may have access to education records when the officials have a legitimate educational interest.
- F. A statement that a record of disclosures of the education records will be maintained and that a parent may inspect and review that record.
- G. Notice that the Board permits a parent or eligible student to request correction of the student's education records, to obtain a hearing, and to add a statement to the education records and the procedures for doing this.
- H. The right of parents and eligible students to file with the United States Department of Education a complaint concerning alleged failures by the school to comply with the requirements of FERPA.

IV. Access to Education Records

A parent, eligible student, or individual who has secured proper consent for access to a student's education records may not be denied the right to inspect and review such records. This right may be exercised during normal business hours and may not interfere with the normal functioning of the school. School personnel shall comply with a parent or eligible student's request to inspect and review the records within a reasonable period of time, but in no event shall compliance with such a request exceed forty-five (45) days.

A reasonable fee, which shall be approved by the Board, may be charged to the individual or entity requesting a copy of education L

9. The disclosure is to comply with a judicial order or a lawfully

5. Notice of any long-term suspension or expulsion imposed pursuant to [N.C.G.S. § 115C-390.7 - 390.11](#) and the conduct for which the student was suspended or expelled.

B. All education records must be kept under a student's legal name as recorded on a birth certificate, court order, or certificate of adoption.

When a student initially enters kindergarten or the first grade in the Charlotte-Mecklenburg Schools, a birth certificate or other satisfactory evidence of birth must be presented so that the student's legal name and date of birth may be ascertained. If the parent does not have, or cannot obtain a birth certificate, then the name and birth date used on the records of such student must be that as shown on a document that is acceptable to the District as proof of date of birth.

The name used on the records of a student entering Charlotte-Mecklenburg Schools from another school district must be the name as shown on records from the school previously attended unless evidence is presented that such name has been legally changed through a court as prescribed by law.

The District reserves the right to request a copy of a birth certificate or court order at any time during a student's enrollment when either the legal name or the birth date is in question.

Once education records for a student have been established, a request for a change of name on the student's records will not be honored unless evidence is presented that the name of the pupil has been legally changed by a court as prescribed by law. In the case of a stepparent adoption or an adoption arranged by an authorized adoption agency, the name may be changed when a certified letter is received from the clerk of court stating that the petition of adoption has been filed with the court.

C. All education records are to be stored in lockable files with a key to be maintained by the principal.

D. Information not listed in "A" above may be disposed of pursuant to regulations regarding the disposal of public records in North Carolina.

E. Participants in the State of North Carolina's Address Confidentiality Program established pursuant to [Chapter 15C of the General Statutes](#) shall be kept confidential from the public and shall not be disclosed except as provided by law. When presented with a request for copies of education records and proper documentation of participation in the Address Confidentiality Program, the school shall redact any personally identifiable information that may plausibly disclose the identity of the participant.

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