

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

Required district notification for the family of a CPI 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 CPI students of their rights under the Family Educational Rights and Privacy Act (FERPA). This form, and a copy of the district's FERPA and student directory information policies, must accompany Form A at the time it is provided for a parent, guardian or custodian, or if Form A was obtained by the parent, guardian or custodian from another source and returned to the district.

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 to you because you filed Form A (the Competent Private Instruction (CPI) Report, which you are required to file annually), which is a public document and constitutes an educational record. Not all information on Form A is public. The information on Form A is confidential and will not be released without proper consent or statutory authorization, including the following:

- immunization information;
- Special Education status;
- course of study information;
- number of days under CPI;
- all information about the licensed teacher who is providing or supervising instruction, if applicable; and
- all standardized assessment, portfolio and accredited correspondence school report card or transcript information.

Unless you notify the district to the contrary, the district will release the following directory information about your child upon request: student name, address, dual enrollment or HSAP enrollment status, and extracurricular activities (if applicable).

If you do not want all, or specific information listed above, to be released, please provide written instructions and return to:

Insert Name of District Contact

Insert Mailing Address of district contact

If you have questions regarding this notice, please contact:

Name: _____

Phone number: _____

Sincerely,

Insert district contact.