

Romulus Community Schools
36540 Grant Road
Romulus, Michigan 48174
734-532-1600

Dear Parents and Students:

Federal law gives parents and adult students certain rights concerning students' school records. Specifically, you have the following rights:

- To review the education record. To take advantage of this right, you must provide the building principal with a written request listing the documents you wish to review. You will be permitted to review the documents within a reasonable time, not to exceed 45 days.
- To request changes to the education record if you believe documents are incorrect, misleading or violate certain privacy rights. To take advantage of this right, you must provide the building principal with a written request identifying the document or documents you would like to have changed, the specific change or changes you are requesting and the reasons for the request. If the principal agrees, the documents will be changed. If not you may request a hearing by so notifying the District's Superintendent or designee in writing.
- To let other people see the education record. To take advantage of this right, you must provide the building principal with written permission identifying the person(s) you would like to review the record and the documents from the record you would like him or her to review. The District also has a right to permit certain persons to review the education record without your consent, including school personnel, volunteers, and other school officials, such as attorneys, contractors and vendors who have a legitimate educational interest in the record. A legitimate educational interest is any interest that furthers the best interest of the student or assists the District in providing educational services to all of its students.
- To file a complaint with the United States Department of Education if you believe the District has violated your student's rights with respect to school records. Any such complaint should be in writing and mailed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

The District has determined that some of the information in the education record is not confidential and may be released without your consent. This information is known as "directory information". Directory information includes the following:

- Your student's full legal name
- Your student's image or likeness in pictures, videotape, film, digital format or other media, including District or school web sites
- Your student's school e-mail address, if applicable
- Your student's dates of attendance and schools attended
- Your student's participation in school sports and other activities
- The height and weight of athletic team members
- Degrees and awards your student receives

If you do not want directory information released, you must inform the building principal, in writing, which types of directory information you do not want released within thirty days of receiving this annual notice. Furthermore, federal law permits military recruiters and institutions of higher education to a list of the names, addresses and telephone numbers of high school students unless you object by so informing the building principal in writing.

Federal law permits both parents to review the education record unless there is a certified copy of a court order on file at the school that specifically denies this right. The District reserves the right to charge for copies from the education record.