

Special Education Department

Dear Parents:

Provisions of the California Education Code have authorized that parents, in consultation with school personnel, have the right to inspect and review the school records of their child/ren. A description of the types and locations of all pupil records and a list of current staff members who have access to such records are maintained in the Santa Clara County Office of Education and are available for public inspection.

If, at any time, you wish to inspect the school records of your child/ren, please direct your request to the Principal of your child's school.

If, after review, you feel that any information contained in the record is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, you will be given an opportunity to file a written request to have the objectionable material removed. You also have the right to include, as part of the record, a statement of your objections to information in the record, or to any record of disciplinary action taken by the school. If your request to change or remove information from the record is denied, you have the right to a hearing. In addition, parents or eligible students may receive two copies of any information contained in the record at no charge. Additional copies may be obtained at a cost of .05 per page.

DIRECTORY INFORMATION, including student's name, birthdate, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance, may be made available in accordance with state and federal laws to any agency except private, profit-making organizations other than employers, potential employers, or news media.

No Directory Information related to your child will be released if you notify the Principal by completing, detaching, and returning the form at the bottom of the page to the school your child attends. **If you have no objections, you do not need to complete and return this form.**

*Special Education Department
Student Services Branch*

OBJECTION TO RELEASE OF DIRECTORY INFORMATION

I object to the release of Directory Information concerning my child listed below:

Name of Student

Name of School

Signature of Parent/Guardian

Date

Relationship to student (check one): Parent

Guardian