Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Edison High School receives a request for access.
   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   Parents or eligible students who wish to as Edison High School to amend their child's or their education record should write the school principal or school counselor clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Students in their final year of school who choose to participate in Ohio Direct Admission will have their educational records, including GPA, class rank (if available) and standardized test scores, shared with the Ohio Department of Higher Education for purposes of administering the Ohio Direct Admission program. Parents and eligible students will receive a separate opt-out form with information about the data elements shared and instructions for declining participation. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to

determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Opt-Out Form

Direct Admission Program

Student Participation Agreement

Background & Purpose

The Chancellor of the Ohio Department of Higher Education, in collaboration with the Director of the Ohio Department of Education and Workforce, launched the Ohio Direct Admission program to simplify and expand access to college for Ohio students — beginning with a pilot program for the graduating class of 2027.

The Ohio Direct Admission program enables participating colleges and universities to proactively offer admission to eligible students from participating high schools based on data the high school already has, such as grade point average (GPA), class rank, and/or standardized test scores. If a student meets a college's requirements, they will be notified. Participating seniors will receive Direct Admission notifications by November 1, 2026.

Students will need to provide additional information to colleges/universities in order to be matched to financial aid or opt in to competitive majors. Students will need to follow college/university-specific next steps in order to claim their spot at a participating college or university where they received an offer.

State law provides that no student is required to participate in this pilot. If you do not want your student to be included in Ohio Direct Admission, please complete and return this form by 9/23/2026

To find out more, please visit https://highered.ohio.gov/initiatives/access-acceleration/ohio-direct-admission.

Participant Authorization

Our district is participating in Ohio Direct Admission, which allows students to find out which participating colleges they meet admissions requirements for based on their academic records. To identify colleges and universities where students qualify for direct admission, the school/district will upload and/or confirm a student education record data (e.g., GPA, test scores) into a secure portal where it will be matched against participating colleges and universities' admission criteria. No student information will be sent to any college/university during this matching step.

By participating in the Ohio Direct Admission Program ("Program"), the student and the parent or legal guardian ("Participant") hereby expressly acknowledge and authorize the student's school or school district to disclose the student's educational records—including grade point average, class rank (if available), standardized test scores (if available), and other required academic or demographic information—to the Ohio Department of Higher Education ("ODHE") and its authorized agents for the exclusive purpose of determining eligibility for, and administering, the Program.

By Participating, the Participant further acknowledges and agrees that:

1. All educational records will be collected, transmitted, stored, and used in accordance with the Family Educational Rights and Privacy Act (FERPA) and all other applicable federal and state privacy laws.

2. The Participant may request the opportunity to review the student's educational information prior to its submission by emailing Leah Eft at leah.eft@edisonwildcats.org by 9/23/2026.

3. The educational records disclosed under this authorization shall be used solely for Program related purposes and shall not be sold, disclosed, or used for any unrelated purpose by ODHE, the school district, or any third party.

4. If a student is interested in claiming a direct admission offer, they may elect to send limited information from the portal to an institution. No information will be shared from the portal without a student's explicit consent.

Participation in the Program is voluntary. Participants who do not want to participate can opt out by completing the form below. Participants who wish to remain in the Program do not need to complete the form. For more information on the Program, please visit highered.ohio.gov/direct-admission.

Opt-Out Form

If the Participant selects to opt out no educational records will be shared for the purposes of the Program, and the student will not be considered for direct admission through this initiative. The student will not receive notification of colleges/universities where they meet academic admission criteria. If you do not want your student to be included in the matching-only process, please complete and return this form by 9/23/2026

OPT OUT — Matching Participation

Student Name: _____

☐ **Do NOT include me (or my student) in Ohio Direct Admission.**
I understand this opt out prevents the Ohio Direct Admission portal from using my education records to generate direct admission matches in the portal.

For students under 18

Parent/Guardian Name _____ Student Name: _____

Parent/Guardian Signature: _____ Date: _____

For students over 18

Student Name: _____ Date of Birth: _____

Student Signature: _____ Date: _____