



Registration & Enrollment Packet  
*Paquete de Registro y Inscripcion*

2018-2019

Grades K-12

*Grados K-12*



# Weld County School District RE-1

## Gilcrest • LaSalle • Platteville



### 2018-2019 New Student Registration & Enrollment Form

#### Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  M  F Gender \_\_\_\_\_ Grade Level: \_\_\_\_\_

Previous School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Date first enrolled in a U.S. School: \_\_\_\_/\_\_\_\_/\_\_\_\_

Has the student ever had any of the following:  Special Education (IEP)  Gifted/Talented (ALP)  504 Plan  Attendance Plan  Language Plan  
 READ Plan  Expulsion Process (within the last 12 months)  Attended a Weld RE-1 school  
 Health Plan (Note: If your child has a health condition (ie, Type I Diabetes, G-Tube Feedings) that will require attention on the first day of school, contact the district's RN @ 970-539-1894.

#### Parent/Legal Guardian Information #1

Father  Mother  Legal Guardian (relationship to student): \_\_\_\_\_ (Guardianship documentation required)

Parent/Legal Guardian is currently active duty in the U.S. Military?  YES  NO

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                     Last Name                      First Name                      Middle

Student lives with this parent/guardian:  YES  NO  Part-time

Current Mailing Address: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

Preferred contact language:  English  Spanish  Other

Email address: \_\_\_\_\_ use for  emergencies  attendance  behavior  news/announcements

Cell phone#: \_\_\_\_\_ use for  emergencies  attendance  behavior  news/announcements

Work phone#: \_\_\_\_\_ use for  emergencies  attendance  behavior  news/announcements

Home phone#: \_\_\_\_\_ use for  emergencies  attendance  behavior  news/announcements

#### Additional Parent/Legal Guardian Information #2

Father  Mother  Legal Guardian (relationship to student): \_\_\_\_\_ (Guardianship documentation required)

Parent/Legal Guardian is currently active duty in the U.S. Military?  YES  NO

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                     Last Name                      First Name                      Middle

Student lives with this parent/guardian:  YES  NO  Part-time

Current Mailing Address: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

Preferred contact language:  English  Spanish  Other

Email address: \_\_\_\_\_ use for  emergencies  attendance  behavior  news/announcements

Cell phone#: \_\_\_\_\_ use for  emergencies  attendance  behavior  news/announcements

Work phone#: \_\_\_\_\_ use for  emergencies  attendance  behavior  news/announcements

Home phone#: \_\_\_\_\_ use for  emergencies  attendance  behavior  news/announcements

**Sibling Information**

| Full Legal Name | Relationship to Student | School | Grade/Age |
|-----------------|-------------------------|--------|-----------|
|                 |                         |        |           |
|                 |                         |        |           |
|                 |                         |        |           |
|                 |                         |        |           |
|                 |                         |        |           |
|                 |                         |        |           |

**Emergency Contact Information**

Those listed below **must be adults 18 or older** and must be someone **OTHER THAN PARENT/LEGAL GUARDIAN** and who are authorized to pick up my child. *Please note: ID will be required for student pick up.* At least two contacts are required. Contacts will be called in the order listed below.

| Full Legal Name | Relationship to Student | Address | Cell # | Work # | Other# |
|-----------------|-------------------------|---------|--------|--------|--------|
|                 |                         |         |        |        |        |
|                 |                         |         |        |        |        |
|                 |                         |         |        |        |        |

**Are there Court Documents?**

Any applicable Court Order, Power of Attorney, or other legal documentation which currently affects child custody or the educational rights of respective parents/guardians should be provided to the district.

Do such documents exist? Yes No      If so, list documents:

**I certify that the information provided herein is accurate and true. I understand that falsification of registration information may result in immediate withdrawal of student by Weld County School District RE-1. All students new to the district shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district (board policy JF).**

Parent/Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office Only – Rcv'd @ Registration:  BC  Verified ID  Address Verification  Immunization Records  Guardianship Docs

Registrar/Secretary Initials: \_\_\_\_\_



**Race/Ethnicity Form**

**2018-2019**

Student's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Grade: \_\_\_\_\_

**Part A. Is this student Hispanic/Latino? (Choose only one)**

- Yes, Hispanic/Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- No, not Hispanic/Latino**

*The above part of the question is about ethnicity, not race. **No matter what you selected in Part A above, please provide an answer to Part B** by marking one or more boxes below to indicate what you consider your child's race to be.*

**Part B. Which of the following groups describe the student's race? (Choose one or more)**

- American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American.** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CODE OF CONDUCT

2018-2019

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored activity or event and off school district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school district or property or stealing or attempting to steal school district property.
2. Causing or attempting to cause physical injury to another person except in self-defense.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Violation of criminal law which has an immediate effect on the school district or on the general safety or welfare of students or staff.
6. Violation of any Board policy or building regulations, or established school rules.
7. Violation of the Board's policy on dangerous weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm in accordance with federal law.
8. Violation of the Board's policy on student conduct involving drugs and alcohol.
9. Violation of the Board's violent and aggressive behavior policy.
10. Violation of the Board's tobacco-free schools policy.
11. Violation of the Board's policies prohibiting sexual or other harassment.
12. Violation of the Board's policy on bullying prevention and education.
13. Violation of the Board's policy on nondiscrimination.
14. Violation of the Board's policy on gangs and gang-like activity.
15. Throwing objects, unless related to supervised school activity that can or do cause bodily injury or damage to property.
16. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
17. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements, addressed publicly to an individual or a group that precipitates disruption of the school program or incites violence.
18. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

# Weld County School District RE-1

Gilcrest • LaSalle • Platteville

PO Box 157 | 14827 WCR 42  
Gilcrest, CO 80623



19. Lying or giving false information, either verbally or in writing, to a school district employee.
20. Engaging in scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
21. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school district staff.
22. Repeated interference with the school district's ability to provide educational opportunities to other students.
23. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
24. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
25. Violation of the Board's dress code policy.
26. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_

School \_\_\_\_\_

Student's current grade level \_\_\_\_\_



**Notice to Students And Parents/Guardians Regarding The Use Of Video Recorders On School Busses  
2018-2019**

The district has installed video recording equipment on all school busses to monitor school transportation and will be videotaping on bus routes at random during the school year. Each bus has been equipped with a video monitor box in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus. Tapes will be reviewed on a routine basis by the principal, and evidence of student misconduct will be documented. Students found to be in violation of the district's bus conduct rules will be notified and disciplinary action will be initiated under the Board adopted Code of Conduct and Discipline. Videotapes will be treated as protected student records under the Family Education Rights and Privacy Act. The following guidelines will apply:

1. Tapes will remain in the custody of the Supervisor of Transportation. Tapes may be erased after 5 days if no reason for continued storage is known to the district.
2. Parents/guardians or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set for in policy JRA/JRC-Student Records/Release of Information on Students.
3. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

.....

**ACKNOWLEDGEMENT**

I understand and acknowledge the Board's policy and regulations concerning the use of video recorders on school buses. I also understand that my son/daughter will be held accountable for his/her conduct on district transportation and for the consequences outlined in the Board's policy and regulations for student conduct on district-approved transportation.

Student's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Student Conduct on School Buses**  
(Transportation Rules)

**2018-2019**

School busses are provided as a convenience and it is a privilege to ride a district school bus. In order to keep our busses running on schedule and to prevent accident or injury to riders or others, it is necessary for us to have rules governing use of the bus.

Parents and students should understand the following rules:

1. The bus driver shall always be in charge of his or her school bus; all rules and regulations written, and/or verbally issued by the driver, must be followed at all times.
2. Students shall stay off the road and wait until the bus comes to a complete stop before attempting to enter.
3. The driver will stop, sound the horn and, if no one appears, he/she will move on immediately to the next stop.
4. Shuttle bus passengers must be ready to board the bus immediately at the place and time announced. The bus will not be delayed for late students.
5. The bus driver may assign each rider to a certain seat, which will be the regular place for the passenger to sit, if he/she feels it is necessary.
6. Students will not stand or move about while the bus is moving and must remain seated until the bus has come to a complete stop.
7. Passengers shall not extend arms, legs, or head out of the bus windows.
8. Passengers shall not talk to the bus driver while the bus is in motion except in an emergency.
9. Loud talking and loud laughing diverts the driver's attention; horseplay, fighting or littering is not permitted around or on the school bus.
10. Glass containers are not to be brought on the bus. Food should not be eaten during regular bus routes.
11. Passengers shall not throw anything in the bus or out of the bus windows.
12. Smoking, drinking, chewing, or the use of profane or obscene language will not be allowed on any school bus.
13. Students should not place books, packages, lunches, coats, or other articles in aisles or exits.
14. Damage to seats or defacing of bus must be paid for by the offender and may result in loss of riding privileges.





15. Students must be absolutely quiet when the bus is approaching or has stopped at a railroad crossing.
16. It is unlawful to transport animals, firearms, explosives, or anything that might endanger the lives or health of passengers on a school bus.
17. Students who cross the highway to reach their destination shall cross in front of the stopped bus after the driver has verified that the warning lamps are operating, and has told them it is safe to cross. Students are to cross not less than 10 feet or more than 20 feet in front of the bus.
18. Driver will not discharge students at any places other than their regular bus stop, at the school or at home unless they have received proper authorization from school officials.
19. Harassment of other students on the bus will not be permitted.
20. In case of emergency, passengers are to follow instructions of the driver
21. Passengers shall not tamper with the emergency doors except in an emergency or drill.
22. Persons riding the bus should have the approval of the supervisor or administration before boarding.

The discipline referral by the bus driver will be given to the supervisor of transportation. Then, the supervisor will share the referral with the principal, and/or the assistant principal. The student's privilege of riding the bus may be taken away at any time if the offense is considered severe enough in the judgment of the school official. At this time, the parent will be notified of the action taken so they can provide the student with transportation to school. No student will be excused from school because they do not have transportation.

Student's Name: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date:



Home Language Questionnaire  
2018-2019

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Please answer the following questions accurately and completely. This information is necessary to provide the most appropriate placement and instruction for your child. This information will not be used for any other purposes. Thank you.

- 1.) What was the first language your child spoke? \_\_\_\_\_
  
- 2.) Is there a language other than English spoken in the home by the student? YES NO  
• What language(s)? \_\_\_\_\_
  
- 3.) Do you speak a language other than English? YES NO  
• What language(s)? \_\_\_\_\_
  
- 4.) In what language do you prefer to receive communication from the school? \_\_\_\_\_

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Signed Parent/Guardian Name

\_\_\_\_\_  
Date



**Student Housing Survey  
2018-2019**

The McKinney-Vento Assistance Act protects and supports the educational rights of students who do not have permanent housing. Often, not having your own, fixed, regular and adequate place to live or sleep can get in the way of a student's education. Your answers below will help determine if your student(s) may be eligible for free services designed to create equal access for housing insecure youth. These free services may include free breakfast and lunch, school supplies, waiving specific school fees, right to school of origin and potential transportation assistance, participation in educational programs, community resource information, basic needs, counselor "check ins" with child, an advocate, college opportunities. etc.

As stated in Section 725 of the McKinney Vento Assistance Act, housing insecure children and youth means "individuals who lack a fixed, regular and adequate nighttime residence" including all of the categories listed under question #2 below.

Please answer the following questions. This information will be kept confidential.

1. Do you own or rent your residence (home, apartment, fixed trailer) with your immediate family? YES NO (Circle your response)

If yes, please sign and date at the bottom and skip question #2. If no, please continue to question #2 and then sign and date at the bottom.

- 2) Please check any boxes that describe your current housing situation.
- Living with friends or extended family members due to your family's economic hardship, lack of affordable housing and/or loss of housing
  - In a shelter (emergency or safe house)
  - In a transitional housing program
  - Living in a car, campground, hotel/motel, or abandoned building
  - Highly mobile, moving every few nights
  - Inadequate housing (lacks kitchen, bathroom, water, or electricity, and/or has infestations, mold, other hazardous conditions)
  - Unaccompanied youth (not in physical custody of a parent/guardian) - Told to leave, left on own, can't go back, no place to go back to, in and out of home on a weekly, monthly basis.

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Printed Parent/Guardian Name

---

Student Name

---

Signed Parent/Guardian Name

---

Date

\* Please note that if you check any boxes under question #2 you will receive a follow-up call from the Weld RE 1 District Social Worker to determine eligibility. This individual is a district employee here to help students/families and is NOT affiliated with the Department of Human Services.



### Colorado MEP Occupational Survey

Your child/children may qualify to receive supplemental educational services at no cost, such as tutoring, transportation, school supplies, and other services. Please answer the following questions to assist in determining your child's/children's eligibility. Once completed, please return this form to the school or your Regional MEP Office listed below.

|                       |                    |   |
|-----------------------|--------------------|---|
| CHILD'S FIRST NAME:   | CHILD'S LAST NAME: | BIRTHDATE:  |
| SCHOOL:               |                    | GRADE:  |
| PARENT/GUARDIAN NAME: |                    | Do you have more than one child? <input type="checkbox"/> YES <input type="checkbox"/> NO |

- 1) In the past three years, has your family moved to another state, city, school district, and/or county?  
 YES  NO
- 2) Do you or anyone in your immediate family currently work, or have worked, in the past three years, in any of the following occupations related to agricultural or fishing work?

Mark **YES** and **CIRCLE** all that apply even if the work was only for a short period of time.

YES  NO



**Processing & Packing**  
(fruit, vegetables, chicken, eggs, pork, beef, lamb or other livestock, etc.)



**Agriculture or Field Work**  
(planting, picking, sorting crops, soil preparation, irrigation, fumigation, etc.)



**Dairy & Cattle Raising**  
(feeding, milking, rounding up, etc.)



**Nursery or Greenhouse**  
(planting, potting, pruning, watering, harvesting, etc.)



**Forestry**  
(soil preparation, planting, growing, cutting trees, etc.)



**Fishing & Fish Processing**  
(catching, sorting, packing, transporting fish, etc.)

*If you answered "yes" to the questions above, please continue below. Otherwise, your form is complete.*

|                             |                     |      |
|-----------------------------|---------------------|------|
| HOME ADDRESS:               | TODAY'S DATE:       |      |
| CITY:                       | STATE:              | ZIP: |
| TELEPHONE (WITH AREA CODE): |                     |      |
| BEST DAY AND TIME TO CALL:  | PREFERRED LANGUAGE: |      |

*This form and the data recorded within protected to maintain family and child confidentiality. If you have any questions, please contact:*

**Centennial BOCES**  
2020 Clubhouse Dr.  
Greeley, CO 80634  
970-352-7404 Ext 1116



## Student Use of Technology and The Internet Acceptable Use (Policy JS)

All computers and Internet access must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

1. The use of your Internet account must be consistent with the educational objectives of Weld County School District RE-1. Acceptable uses of district technology and the Internet include but are not limited to:
  - locating material to meet educational and/or personal information needs
  - participating in distance learning activities
  - communicating with other students and individuals
  - asking questions of and consulting with experts
2. Unacceptable uses of district technology and the Internet include but are not limited to:
  - using an account owned by another user
  - posting personal messages without the author's consent
  - posting anonymous messages
  - damaging or destroying technology hardware or software
  - vandalizing the data of another user or school district
  - gaining unauthorized access to resources or entities
  - uploading or creating computer viruses
  - transmission of any material in violation of any U.S. or state regulation including copyrighted material, threatening or obscene material, and material protected by trade secrets
3. Responsible users may:
  - use the Internet for educational research purposes
  - use the e-mail function to collaborate with others for educational purposes
4. Responsible users may not:
  - purposefully access, send or display offensive or inappropriate messages or pictures
  - engage in commercial for-profit activities
  - give their password to another person
  - use another's password or seek unauthorized access to files or networks.
  - Disrupt or modify and network, software or hardware
  - Engage in any illegal activity including copyright infringement, harassment or discrimination
  - Forward any person's e-mail without prior permission
  - use obscene or threatening language
5. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) may close an account at any time. The administration, faculty, or staff may request the system administrator to deny, revoke, or suspend specific user accounts; however, final authority in this matter rests with the building principal.



6. Security on any technology system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Any user identified as a security risk may be denied access to district technology.
  
7. The Weld School District RE-1 makes no warranties of any kind, whether expressed or implied, for the service it is allowing. Weld County School District RE-1 will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Weld RE-1 does not guarantee or endorse the accuracy or quality of information obtained via the Internet. Electronic information available to students does not imply endorsement of the content by the school district.

## Student Use of Technology and The Internet - Agreement

Student Name: \_\_\_\_\_  
(please print)

I have read, understand, and will abide by Weld County School District RE-1 Acceptable Use rules and procedures for Student Use of Technology and the Internet. I further understand that a violation of these rules and procedures is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and that school disciplinary action and/or appropriate legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

*Your signature on this Acceptable Use Agreement is legally binding and indicates that you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Guardian

*If the user is under 18 years of age, a parent or legal guardian also must sign this Agreement.*

As the parent or legal guardian of the student named above, I have read the school district's policy on Acceptable Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that Weld County School District RE-1 has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board of Education. I also recognize, however, that it is impossible for the district to restrict access to all controversial materials and I will not hold the district responsible for materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child uses the Internet outside of the school setting and certify that the information contained on this form is true and correct. I also understand that once this form is signed, it gives my child permission to access the Internet until he or she finishes the 12th grade or otherwise leaves the district unless the school revokes the privilege or I rescind my permission in writing to the school principal.

I hereby give permission for the school district to provide network and Internet access for my child and certify that the information contained on this form is true and correct.

***Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.***

Parent / Guardian Name: \_\_\_\_\_  
(please print)

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Weld County School District RE-1

Gilcrest • LaSalle • Platteville

PO Box 157 | 14827 WCR 42  
Gilcrest, CO 80623  
970.737.2403



August 1, 2018

Dear Parents/Guardians:

I am pleased to be one of the first to welcome you to the Weld RE-1 School District. The district provides transportation for regular bus routes, field trips, and athletic events. We pride ourselves on providing a safe environment for student transportation and appreciate the important role you and your child play.

Per Board of Education Policy EEAEF & JICC, Student Conduct on School buses is monitored through the use of video cameras. Students are expected to behave appropriately according to the published transportation rules. Riding the bus is a privilege and misbehavior that may create an unsafe environment will not be tolerated.

If your child is eligible to ride the bus to and from school, s/he will be assigned a bus route. If you have questions about which bus routes your child will be riding to and from school each day or have any questions about transportation in general, please do not hesitate to contact me.

Thank you – and welcome to Weld RE-1!

Sincerely,

A handwritten signature in black ink, appearing to be 'RW', written over a faint, larger version of the same signature.

Richard Wright  
Weld County School District RE-1  
Transportation Supervisor  
[wrightri@wcsdre1.org](mailto:wrightri@wcsdre1.org)  
970-350-4294 office  
970-539-1892 cell





**This form does NOT need to be completed unless the  
parent/guardian is opting out.**

**Student Image Opt-Out  
2018-2019**

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups (newspaper, television, university, district public relations, etc.) In addition, the district or school may want to post articles, video, or photography on district or school websites (including social media such as Facebook, Twitter, etc.). This form applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered by this form.

If you DO NOT want your child's photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete this form and return it to your child's school within the first two weeks of the school year.

I do not wish to have my child photographed or videotaped for purposes of news coverage or school district publicity.

**Disclosure of Directory Information**

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user. Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance within the first two weeks of the school year.

I do not wish to have my child's directory information released.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_

School \_\_\_\_\_

Student's current grade level \_\_\_\_\_



**Annual FERPA Notice  
2018-2019**

**STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**

**(Notification to Parents and Students of Rights Concerning Student Education Records)**

The Family Educational Rights and Privacy Act ("FERPA") and Colorado law afford parents/guardians ("parents") and students over 18 years of age ("eligible students") certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). See JRA/JRC-R.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights. See JRA/JRC-R.
3. The right to privacy of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See JRA/JRC.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520.  
Phone: 1-800-USA-LEARN (1-800-872-5327)

5. The right to refuse to permit the designation of any or all of the categories of directory information. See JRA/JRC
6. The right to request that information not be provided to military recruiting officers. See JRA/JRC and JRA/JRC-E-2.