FAMILY RIGHTS AND PRIVACY ACT

This informational sheet was prepared as a guide for parents and students to promote awareness of their rights under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.

As professional educators, we pledge that our records shall be an honest and concise summary of a student’s time and activities while in our programs. If you have any questions about the Act, student records, or any other aspect of the vocational-technical education program; please feel free to contact the Career Education and Employment Services Department, Eaton Regional Education Service Agency, Charlotte, Michigan.

WHAT DO SCHOOL RECORDS CONTAIN?
Any or all of the following:
- Attendance data
- Identification data
- Emergency information
- Record of academic work
- Levels of achievement
- Counseling reports
- Discipline reports
- Certificates received
- Placement recommendations
- Test scores
- Teacher observations
- Other educational data and information

WHO HAS ACCESS TO SCHOOL RECORDS

FOR EATON RESA:
Any parent or guardian of a student under the age of 18.
Any student who is 18 or older. (Note - if the student is 18 or older, the parent/guardian cannot review the files without written permission from the student.)
Any teacher or school official of the district who has a legitimate educational reason.
A federal agency to which the student (or parent) has applied for financial aid.
A court, after issuing a court order.

FOR DAVENPORT UNIVERSITY:
The parent or guardian of a Davenport University student cannot review the student’s files without written permission from the student.
Any teacher or school official of the district and any staff or faculty member of Davenport University who has a legitimate educational reason.
The following information will be shared between Eaton RESA and Davenport University:
All academic records including, but not limited to: transcripts, admissions and registration information, class schedules, grades, assessment test scores, academic progress status, residency information, conduct and

HOW DO WE GET PERMISSION TO REVIEW A FILE?
Contact, in writing, the Principal of the Career Preparation Center, and state that:
1. You want to review a file.
2. Whose file you are concerned with.
3. Your relationship to that person.
4. When you would like to do so.
5. Include written permission if the student is 18 or older and/or a Davenport University student

WHAT HAPPENS THEN?
If it is determined that you have a legal right to see the file, you will be notified in three (3) working days. We will make the arrangements to have all the information in the files for you to see.

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, mental or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Peckard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 943-5500.
A representative from our department will be on hand to answer any questions you might have.

AUTHORIZATION TO RELEASE INFORMATION

Under the provisions of the Family Educational Rights and Privacy Act of 1974, we authorize the Career Preparation Center of Eaton Regional Education Service Agency, Charlotte, Michigan, to release whatever information that may be required by employers or admissions offices of secondary or post-secondary institutions.

This authorization will remain valid until rescinded in writing.

Date ___________________________ Student signature ___________________________

Parent signature ___________________________

Class: __________________________ AM or PM (circle) Instructor: __________________________

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