

## Letter for Annual Notice

Dear Parents/Guardians:

The federal Family Educational Rights and Privacy Act (FERPA) gives parents the right to know about Fontana Unified School District's collection and sharing of student educational data. In general, the district must obtain your consent before it discloses personally identifiable information from your child's educational record to any individual or organization. This letter explains what student data the district collects and why, describes how the district protects the privacy of student data, and lists the student data that the district plans to share with programs and services that help students learn and achieve college and career goals. It is important you read this letter, sign at the bottom and return the signed document to your child's school.

### What Kinds of Student Data Do We Collect and Why?

**School Operations** – We collect data such as address, phone number, gender, and age as well emergency contact information. Additionally, we annually collect an image of your student for their identification badge. We collect these kinds of data to ensure student safety and to help run our schools efficiently.

**Student Participation** – We maintain data such as attendance and participation in school-sponsored extra-curricular activities to ensure that students have opportunities to learn and pursue their interests.

**Student Needs and Goals**– We administer assessments to students in order to measure children's growth and achievement. Teachers, administrators, and parents use such data to better address student needs and goals.

**Student Voice** – We sometimes conduct student surveys to collect student views on ways to improve our educational programs and services.

### How Is Student Data Protected?

The Fontana Unified School District follows student data privacy laws and adheres to security policies to safeguard student data. When we use online service providers that collect, process or store student data, we ensure that they adhere to applicable student data privacy laws and have security policies in place to protect student data.

### Why is Student Data Shared?

Primarily we share your student's data with online programs to help teachers provide students with instruction tailored to their needs.

**If you give consent to the district to share data about your child for these educational purposes, go to the end of the letter, complete the form, sign, and return this document to your child's school.**

If you do not give the district consent to share data about your child to participate in one or more online educational programs or services, then you may do so.

### 1. College Scholarships for 12<sup>th</sup> Grade Students

A new California law called AB 2160 requires the Fontana Unified School District to provide the grade point averages (GPAs) of 12<sup>th</sup> grade students to the California Student Aid Commission. The commission considers the GPAs in its review of applications for CalGrants that are submitted by 12 grade students. CalGrants are college scholarships.

In order to assist high school seniors in applying for CalGrants, the Fontana Unified School District plans to electronically submit your 12<sup>th</sup> grade child's GPA at the end of the fall semester to the California Student Aid Commission.

If you do not wish to give consent, then check the following box.

I do NOT wish FUSD to submit my 12<sup>th</sup> grade child's GPA to the Cal Grants Program.

### 2. College Enrollment and Graduation

Fontana Unified School District uses the services of The National Student Clearinghouse to obtain and provide data about the postsecondary experiences of our high school graduates. The district uses the information to improve our efforts to prepare your child for success in college.

The Fontana Unified School District plans to share the following information about your child with the National Student Clearinghouse so that it can collect and report on data about your child's postsecondary education:

- High School Name
- District Student ID or State Educational ID
- First and Last Name
- Date of Birth

If you do not wish to give permission, then check the following box:

I do NOT wish FUSD to release the information listed above about my child to the National Student Clearinghouse.

### 3. Student Directory Information

The federal Family Educational Rights and Privacy Act (FERPA) and California State Education Code 49073 allow the Fontana Unified School District to release "student directory" information upon request, unless the parent notifies the school that such information shall not be released. Students who are 18-years-old may opt out as well. Under Fontana Unified School District Board Policy 5125, the district defines "student directory" information as the following:

- Student's name
- Address
- Telephone number, Date, and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

The district has determined that the following individuals, officials, or organizations may receive “student directory” information if requested: school personnel with legitimate educational interests, schools of intended enrollment, federal and state educational administrators, those who provide financial or student aide, employers, prospective employers, representatives of organized parent groups, and military representatives.

If you do not wish to give permission, then check the following boxes:

I do NOT wish to have any student directory information released to any individual or organization.

I do NOT wish to release any student directory information to those that I check below:

- PTA
- Health Department
- Elected Officials
- United States Armed Forces (20 USC 7908)
- Universities or Other Institutions of Higher Education

#### 4. Photos/Videos

The Fontana Unified School District may photograph or video-record your child for district-related educational purposes. For example, photographs may be needed for student identification badges, school yearbooks, and/or district brochures. As another example, video-recordings of students engaged in classroom activities may be shown to teachers learning a new instructional strategy.

If you do not give consent, then check one or both of the following boxes:

I do NOT wish to have my child’s photograph and/or any video of my child posted to any school or district website and/or social media platform.

I do NOT wish to have my child’s picture appear in any district publication, including the school newspaper, the school yearbook, and district informational materials.

#### **Student Information and Parent Signature**

Please provide the following information about your child, then sign this letter, and return it to your child’s school. Thank you for your consent.

School Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student School I.D. Number (If not known you may leave blank) \_\_\_\_\_

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ Apt Number \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Parent email address \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

If Student Is Under 18

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

If Student is 18 or older