

FERPA Parent, Guardian, or Custodian Annual Notification Form: Competent Private Instruction

Official Department Form: Required District Notification for Family of CPI Student

Dear parent, guardian, or custodian:

Attached is an annual notice of the rights you and your student have with respect to your education records.

This notice is being provided to you because Form A (the Competent Private Instruction [CPI] Report, which you are required to file annually) is a public document and constitutes an educational record. Of course, not all the information on Form A is public information. The information on Form A that is confidential and will not be released without proper consent or statutory authorization includes (in the order in which it appears on our most recent version of that form) the following:

- Immunization information;
- Special education status;
- Instructional program information;
- Number of days under CPI;
- All information about the licensed teacher who is providing or supervising the instruction; and
- All standardized assessment, portfolio, and accredited correspondence school report card or transcript information.

Unless you notify us to the contrary, our district will release the following “directory information” about your child upon request: student name, address, telephone listing, dual enrollment or HSAP enrollment status, and extracurricular activities (if applicable).

If you do not want all or some of the above information released, provide written instructions to Tami Prescott at 3550 Mills Civic Parkway, WDM, IA 50265.

If you have any questions about this notice, call Tami Prescott at 515-633-5095.