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

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

District Instructions

The following form is provided for a school district to use to fulfill its annual obligation to notify parents, guardians, and custodians of IPI students of their rights under the Family Educational Rights and Privacy Act (FERPA).

Note to District: The district must attach its FERPA policy and student directory information to this notification form.

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 you have elected for your IPI student to receive certain services from the school district, or you have provided information based on a written request from the school district’s superintendent or Iowa Department of Education’s director. That information is a public education record. Personally identifiable information about your student in the education record will not be public unless you consent to its release—it is “directory information” or information that is generally considered not to be harmful and not to invade privacy if released—or if an exception to the consent requirement applies.

Unless you notify us to the contrary, our district will release the following directory information about your child upon request: student’s name, address, and telephone listing.

If you do not want all or some of the above information released, provide written instructions to [Insert Full Name of District Contact] at [Insert Mailing Address].

If you have any questions about this notice, call [District Contact] at [Phone Number].