



# Baker County Public Schools



Sherrie Raulerson, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251

www.bakerk12.org

Fax: (904) 259-1387

August 10, 2018

Dear Parent/Guardian:

The intent of the Family Rights and Privacy Act, a Federal Law, is to protect the accuracy and privacy of student educational records. These records include files, documents, and other materials containing information directly related to your child. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records.

You may have an appointment to inspect and review your child's records. The appointment may be made in person or by telephoning the school center. Upon review of the records, if you have reason to believe that any information contained therein is inaccurate, misleading, or inappropriate; you have the right of challenging that information. If there is agreement, the necessary steps to expunge or correct the information contained in the record will be taken. If agreement is not reached, an informal hearing will be scheduled. The hearing will provide you with the opportunity to present your views and reasons for the challenge. Following the hearing, should there be a failure to reach an agreement, you have the right to appeal the decision to the District Superintendent.

Your rights described herein are transferred to your child upon his/her eighteenth birthday.

Copies of educational records are available to the parent or eligible student and are reproduced at a cost of 15 cents for each one-sided copy or 20 cents for each two-sided copy. Three copies of transcripts sent to a post-secondary institution or scholarship granting agencies shall be provided for the student without charge. Additional copies shall be provided at the cost stated above.

Certain information that is individually identifiable may become public information, such as athletic team membership, height and weight, club membership, names and addresses of graduating seniors, etc. You have the right to restrict this information from the public records, but this right must be a formal written request made within ten (10) days of your examination of records. This information will be released only in accordance with the guidelines established by the Baker County Public Schools.

The District School Board of Baker County has adopted full and complete policies covering the above areas. These policies are open to the public and are on file at the District School Board Office and in each of the district schools. For information on the complete policies, please contact the principal.

Sincerely,

Sherrie Raulerson, Superintendent

*"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"*

#### DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay, District 1 🐾 Richard Dean Griffis, District 2 🐾 Paula T. Barton, District 3 🐾 Charlie M. Burnett, III, District 4 🐾 Patricia C. Weeks, District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION