Parsippany-Troy Hills Township Schools

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Dear Parent/Guardian:

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning "protected information."** If the US Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
   - Political affiliations;
   - Mental or psychological problems of the student or student's family;
   - Sexual behavior or attitudes;
   - Illegal, anti-social, self-incriminating, or demeaning behavior;
   - Critical appraisals of student's family members;
   - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
   - Religious practices, affiliations, or beliefs of the student or student's parents; or
   - Income other than that required by law to determine program eligibility.

   A survey that concerns any of these points is called a "protected information survey."

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
   - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
   - Any protected information survey, regardless of funding; and
   - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
   - Protected information surveys of students (including any instructional materials used in connection with the survey);
   - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   - Instructional material used as part of the educational curriculum.

4. **Receive notification of district policy.** The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through US Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.

5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

Sincerely,

Scott E. Rixford
Superintendent of Schools

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