

**2012-2013**  
**MINGO COUNTY SCHOOLS**  
**FERPA FORMS - VERIFICATION OF**  
**DISTRIBUTION**

Directions: Complete the information below to confirm distribution of the two documents listed to the parents of your students. Send this completed verification form to Karen Canterbury by September 12, 2012. For new enrollees throughout the school year, provide a copy of the two documents and allow 10 school days for the parent, guardian, or eligible

School: \_\_\_\_\_

Name of Document	Method of Distribution	Date of Distribution
Annual Notification to Parents, Guardians, and Eligible Students of Rights with Respect to Educational Records		
Release of Student Directory Information Letter with Opting Out Form		

I verify that the Mingo County Schools Annual Notification to Parents, Guardians, and Eligible Students of Rights with Respect to Educational Records and the Release of Student Directory Information letter were distributed as indicated above.

Principal's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_