

Extended Assessment Parent Test Review Meeting Form

Oregon Department of Education
Office of Assessment and Information Services

The Family Educational Rights and Privacy Act (FERPA)

Welcome! You requested to review your student's Extended Assessment(s). Before your review begins, a few minutes will be spent reviewing the meeting guidelines.

Under the Family Educational Rights and Privacy Act (FERPA) (34 CFT Part 99) a "parent is defined as including natural parents, a guardian or an individual acting as a parent in the absence of a parent or a guardian. Only parents have the right to inspect the education records of their child." (34 CFR 99.3)

Meeting Guidelines

- The Parent Test Review Meeting will be one hour and a trained district or school employee (i.e., Qualified Assessor, Qualified Trainer) familiar with the Extended Assessment(s) to be reviewed will be present during the entire test review meeting.
- Conversation during the meeting is confidential.
- Parents must show reasonable proof that they are the student's parent(s) (and of a student who has not reached the age of majority).
- The students or other children cannot be present in the meeting room.
- Other adults such as family members and friends cannot be present in the meeting room.
- Cell phones must be turned off and out of view.
- Note or picture taking is not permitted.

I have read and understand the above guidelines.

Parent Signature

Date

All security questions, including any possible breach of security, should be reported immediately to the Test Security Coordinator at the Oregon Department of Education, Brad Lenhardt, 503.947.5755.

The district must maintain a signed copy of this form on file in the district office, subject to audit by ODE.