

Burlington Unified School District No. 244
Annual Notification
Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD 244. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law. Including:
 1. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. Such disclosure includes contracting organizations that provide testing, test scoring or analysis of student performance.
 2. The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 244 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, Room 4074, Washington, D.C. 20202-4605.
5. The right to obtain a copy of USD 244 policies for complying with FERPA. A copy may be obtained from Cliff Williams, Superintendent, USD 244, 200 S. 6th, Burlington, KS 66839.

Directory Information: For purposes of FERPA, USD 244 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study, digital image (group and/or individual and both labeled and/or unlabeled with the student's name), and examples of your student's ungraded work.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 244 at the building office where your child is enrolled on or before September 1, 2016. If a refusal is not filed, USD 244 assumes you have no objection to the release of the directory information designated.