

**2020-2021 ANNUAL NOTICE OF FERPA RIGHTS
TO KANSAS PUBLIC SCHOOL DISTRICT PATRONS**

Kansas Public Schools, in accordance with The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. * Parents or eligible students should submit to the school principal or special services director a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible Student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write the school principal or special education director, clearly identify the part of the record they want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a Hearing regarding the request for amendment. Additional information regarding the hearing Procedures will be provided to the parent or eligible student when notified of the right to a Hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception with permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

*The district intends to forward records on request by officials from another school district.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by The District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, D.C. 20202
202-260-3887

Directory Information may be released without parent permission. Examples include: A playbill, showing your student's role in a drama production; yearbook. "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in recognized activities and sports, weight and height of members teams, dates of attendance, degrees, and awards received, and the most recent previous educational institution attended by the student. This district may release directory information, if you do not want directory information released, you must submit your request in writing to the Principal or to the Special Services Director.