



Notification of Rights Under FERPA and Notice for Directory Information

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act allows schools to release “directory information,” i.e., student’s name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. The Kershaw County School District (KCSD) considers photographs to include digital images, including digital photographs and recordings related to school or KCSD-sponsored events, activities, and special recognition, as “directory information.” Video surveillance footage of school buses or school property, however, is not considered directory information. In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student’s information disclosed. **If for some reason you object to your child’s inclusion/identification in publicized school recognitions/events/activities, including a school- or KCSD-maintained websites and social media pages, or wish to opt out of the provision for contact information to the military, you must, by August 23, 2024, advise the principal in writing (annually) of the specific type of directory information to withhold.**

EDUCATION RECORDS

A student’s cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection; however, 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:

1. *To inspect and review the student’s education records within 45 days of receipt of written request for access*

Parents or eligible students should write to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *To request the amendment of the student’s education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)*

Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write the school principal and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If KCSD decides not to amend the record as requested by the parent or eligible student, the administration will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, KCSD will provide additional information regarding hearing procedures.

3. *To consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by KCSD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom KCSD has contracted to perform a special task (such as an attorney, auditor, medical

consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, KCSD discloses education records to officials of another school district in which a student seeks or intends to enroll.

4. *To file a complaint with the US Department of Education concerning alleged failures by KCSD to comply with the requirements of FERPA*

Contact information for the office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605