

Emporia, KS 66801
www.usd253.org

Mary Herbert
Education Center
1700 W 7th Avenue
PO Box 1008
Telephone 620-341-2200
Fax 620-341-2325

Flint Hills Special
Education Cooperative
1700 W 7th Avenue
Telephone 620-341-2325

Emporia High School
3302 W 18th Avenue
Telephone 620-341-2365

Emporia Middle School
2300 Graphic Arts Road
Telephone 620-341-2335

Flint Hills Learning Center
1624 Industrial Road
Telephone 620-341-2251

Jones Early Childhood
Development Center
327 S Walnut Street
Telephone 620-412-8150

Logan Avenue Elementary
521 S East Street
Telephone 620-341-2264

Riverside Elementary
327 S West Street
Telephone 620-341-2276

Timmerman Elementary
2901 Timmerman Drive
Telephone 620-341-2270

Village Elementary
2302 W 15th Avenue
Telephone 620-341-2282

Walnut Elementary
801 Grove Avenue
Telephone 620-341-2288

William Allen White Elementary
902 Exchange Street
Telephone 620-341-2294

Annual Notice of Authorized Student Data Disclosures

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows. Student data may be disclosed to: The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and

- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.
- Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:
 - purpose, scope, and duration of the data-sharing agreement;
 - recipient of student data use such information solely for the purposes specified in agreement;
 - recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
 - student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

Parent Signature

Date