



KINGSWAY REGIONAL SCHOOL DISTRICT

Committed to Excellence

Mr. Jason Schimpf
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Family Educational Rights and Privacy Act (FERPA) **Notice of Rights**

The Kingsway Regional School District is required each year to provide you with notice of your rights with respect to your child's educational records. The purpose of this letter is to advise you of the types of information that may be disclosed to the public throughout the course of the school year. Furthermore, this letter advises you of your right to review your child's educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). Should you have any questions regarding the information contained herein, please feel free to call my office.

FERPA is a Federal law that affords parents and students over 18 years of age ("eligible students") certain additional 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 appropriate school official) a written request that identifies the record(s) 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. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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

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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District 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 District 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Home of the Dragons

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.

Kingsway Regional School District utilizes the outsourcing exception of FERPA to share some student PII with third-party educational software vendors (including, but not limited to Schoology, Clever, and Online Textbooks) in order to create student accounts.

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

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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory Information

FERPA allows Kingsway Regional School District to disclose appropriately designated “directory information” without written consent. The primary purpose of directory information is to allow the Kingsway Regional School District to include this type of information from your child’s educational records in certain school publications. It includes, but is not limited to a playbill, showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Educational Agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Kingsway Regional School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 20** of the current school year. Kingsway Regional School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.



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- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Should you have any questions or concerns regarding your rights as a parent/guardian, please contact my office.

Sincerely,



James J. Lavender, Ed.D
Superintendent



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