# Student Records and Your Rights

**WICHITA PUBLIC SCHOOLS PUBLIC NOTICE**
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**
**NOTIFICATION OF RIGHTS**

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. These rights are outlined below:

**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 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 Wichita Public Schools to amend a record that they believe is inaccurate or misleading.They should write to the principal, clearly identify the part of the record they want 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. 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, the district discloses education 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 WICHITA PUBLIC SCHOOLS 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, S.W. – Washington, D.C. 20202-4605

**WHAT IS AN EDUCATIONAL RECORD?**
Education records are defined as those records that are (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. These records would include such things as (1) evaluation and placement forms for special programs or special training; (2) personal and health information (name, address, birth date, school clubs and activities, special health conditions, etc.); (3) your child's grades and attendance records; (4) information about the family (such as the parents' names and occupations); and (5) a list of those who see the child's records.

**SCHOOL CONTACT WITH NONCUSTODIAL PARENTS (POLICY 5503)**
Noncustodial parents will be afforded the same opportunity to be informed and to participate in the education of their children as custodial parents, unless the school has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. The requesting parent must initiate the written request for duplicate parent reporting to the principal of the school where the student currently attends. The request must include the full legal name and address of the student, the full name and address of both parents, and it must be signed by the requesting parent. The request must be renewed annually or whenever the student changes schools, whichever occurs first.

The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self-addressed, stamped envelopes to the school. Such arrangements are to be worked out by the parent and the building principal.

**DIRECTORY INFORMATION PUBLIC NOTICE.** FERPA requires that Wichita Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. These include, but are not limited to, school newsletters, school phone directories, district publications, Internet sites, district TV programs, event programs/rosters, school activity brochures, and releases to the news media that pertain to school and community activities, awards, competitions, etc. The district has designated the following information as directory information for 2006-07:

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| Student name | School and grade level |
| Date of birth | Dates of attendance |
| Parent/guardian name | Photographic, video or digital image |
| Home address | School and extra-curricular activities |
| Home phone number | Honors, awards, competition results |
| Student e-mail address provided by school | Height and weight of athletes |

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 (20 U.S.C. § 7908, as amended by the No Child Left Behind Act, and 10 U.S.C. § 503) 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 information disclosed without their prior written consent.

If parents, guardians, or eligible students (those students who are ages 18 years and older) do not want directory information published, they must submit a written Request to Withhold Directory Information to the school at which the student is currently enrolled at the beginning of each school year or at the time the student enrolls. Schools are responsible for entering each Request into the Student Information System and maintaining all Requests in a central file. Requests will be processed in the order in which they are received. Parents, guardians, or eligible students may consent to the release of directory information for special purposes by signing a Publication Consent Form. For more information call Pupil Accounting at (316)973-4498. *Revised: May 2006*

**SEVERE WEATHER CONDITIONS**
On occasion, severe weather requires suspension of school. The district alerts all local news media during such occasions and people should tune to local radio or television stations for notification of school closing. In times of tornado threat, each school will carry out planned procedures for the protection of students and staff. To reach the weather hot-line number, call 973-4259.

**CHANGE OF ADDRESS OR TELEPHONE NUMBER**
Changes of address or telephone number should be reported to your child's school.

**ABSENCES**
If your student is to be absent due to illness, appointment, etc., please notify the school office.

**STUDENT GRIEVANCE**
Students' educational rights are also protected by the district's Pupil Grievance Policy. To obtain a copy of this policy, please contact your school. P1468.

**PARENTS WITH HANDICAPS**
Any physically disabled or otherwise handicapped parent needing special arrangements in order to participate in school conferences, etc., should call the school in advance so arrangements can be made.

The Wichita Public Schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability, age or religion. Persons having inquiries may contact the ADA and Section 504 coordinator at 973-4420.

Si usted necesita información escrita en Español acerca del Calendario Escolar o de los Documentos de los Estudiantes y sus Derechos, por favor llame a la oficina de la escuela donde su niño(a) asiste

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Nếu quý vị muốn đọc bản lịch trình bằng Việt ngữ hoặc bất cứ các tin tức nào liên quan đến vấn đề học của con cái quý vị bằng tiếng Việt xin hãy gọi cho văn phòng trường con cái quý vị đang theo học.

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