



*District Mission: Students graduate with the knowledge, skills and behaviors to be college and career ready.*

# Hutchinson Public Schools

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## **Student Records: FERPA, Directory Information and Information for Military Recruiters**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 308. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered "directory information" and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law.

- The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. 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, school resource officers); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or contractors that provide student transportation); 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 or duties.

***USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.***

- The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
  4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 308 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Washington, DC 20202-5920.
  5. The right to obtain a copy of Unified School District No. 308 policies for complying with FERPA. A copy may be obtained from: Public Information Director, 1520 North Plum, Hutchinson, KS 67501

**Directory Information:** For purposes of FERPA, Unified School District No. 308 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information:

- name;
- photographs, videos and other images;
- dates of attendance;
- grade level;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- diplomas, awards and honors received;
- student publications and yearbook information; and
- the most recent previous educational agency or institutions attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 308 at the Public Information Director's Office, 1520 North Plum on or before the first Tuesday after Labor Day. If a refusal is not filed, Unified School District No. 308 assumes you have no objection to the release of the directory information designated.

Unified School District No. 308 will limit the disclosure of directory information to specific parties for specific reasons as described in this notice.

**Recruiting Information:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address and telephone number released without your written consent, we will honor that request.

The school may disclose directory information about a former student without meeting any of these conditions.

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