



## **Notification of Rights under FERPA**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents or guardians 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 Blue Valley School District. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect your student's 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 student's educational records to other persons, with certain limited exceptions. Disclosure of information from your student's educational records to other 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 records custodian may lawfully disclose students' education records to the following persons without the prior consent of parents or guardians:

- Other school officials, including teachers within the district who have legitimate educational interests;

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); 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 or therapist). 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.

- Officials of other schools or school systems in which the student intends to enroll;

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 consent and without further notice that the records have been requested or forwarded.

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
  - State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
  - Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
  - Accrediting organizations;
  - Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
  - Appropriate persons if knowledge of the information is necessary to protect the health or safety of the student or other persons in an emergency;
  - An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
  - In compliance with a lawfully issued subpoena or judicial order.  
When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:
    - the order or subpoena specifically forbids such disclosure; or
    - the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.
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 Blue Valley has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Washington, DC 20202-8520.

5. The right to obtain a copy of Blue Valley's policies for complying with FERPA. A copy may be obtained from:

Dr. Mike Slagle  
15020 Metcalf  
Overland Park, KS 66223  
(913) 239-4000