

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day that Kenosha Unified ("District") or a KUSD school ("School") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's

in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met (§§ 99.31(a)(3) and 99.35)

- x In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- x To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- x To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met (§ 99.31(a)(6))
- x To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- x To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- x To comply with a judicial order or lawfully issued subpoena if applicable requirements are met (§ 99.31(a)(9))
- x To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- x Information the school has designated as "directory information" if applicable requirements under § 99.37 are met (§ 99.31(a)(11))
- x To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement (20 U.S.C. § 1232g(b)(1)(L))
- x To the Secretary of Agriculture authoriz-6 (n)-</MCID 1 (i)-6 [(T)-3 (o)-4 (t)-6 (h(a S)-7)-1 (a

In addition, the annual online registration process reminds parents and eligible students that they have the right to govern public access to Directory Data. The option to alter this right is available at any time upon direct request to a school official. Directory Data includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, and the student's ID photo.