

## Family Educational Rights and Privacy Act (FERPA) Notice 2023-24 SY

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 the KIPP Metro Atlanta school (the "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 leader 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 or their education record should write to the school leader, clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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 provide written consent before the School discloses personally identifiable information (PII) from 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 School or the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a school board member or director; a volunteer, contractor, or consultant who, while not employed by School, performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 to fulfill his or her professional responsibility. Upon request, School discloses education records without consent to officials of another school or school district in

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which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records re-request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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, SW  
Washington, DC 20202

## *Directory Information*

FERPA allows the School to disclose appropriately designated "directory information" from a student's education record without written consent. "Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. The School has designated the following as "Directory Information:" the student's name, address, email address, grade level, date and place of birth, telephone number, and his/her parents' or guardians' names, mailing addresses, email addresses, telephone numbers, participation in officially recognized activities and sports, awards and honors received, photographs and videos of students participating in school or school-sponsored activities that have appeared in school publications, and dates of attendance. Student social security number or student identification or unique student identifier will not be designated as Directory Information.

The School may disclose Directory Information to the general public, including military recruiters, the media, colleges and universities, prospective employers, and other outside organizations, such as companies that manufacture class rings or publish yearbooks. In addition, the School may reach out to parents to inform them of, and/or connect them with, opportunities to engage civically, including to advocate for educational issues that impact their student and school. The School may release Directory Information, namely parent names and contact information (mailing addresses, email addresses, and telephone numbers), to contractors and partners involved in those efforts. The School does not engage directly in any electoral activities and does not support or oppose any political party or candidate for public office.

Parents can object to the release of Directory Information regarding their student, which includes parent contact information. Please email [optout@kippmetroatlanta.org](mailto:optout@kippmetroatlanta.org) within ten (10) days of the provision of this notice if you do not wish for your student's Directory Information to be released.