



### *Notification of Rights under FERPA*

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act (FERPA) affords parents 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 5 days of the day the School receives a request for access.** Parents should submit to the School a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent 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 believes are inaccurate or misleading.** Parents may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent, the School will notify the parent 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 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 School as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School 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.



4. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. **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 20202-5901**

For additional information please contact Zachary Rossley, President/Chief Operating Officer, at 904-683-6643 or via email at [zrossley@kipjax.org](mailto:zrossley@kipjax.org).

“Directory information,” which is defined as set forth below, may be released to requestors in limited circumstances by KIPP Jacksonville Schools, without additional notice to you, unless you timely “opt out” of such disclosures, in writing.

State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. If you do not want KIPP Jacksonville to disclose your contact and other directory information from your child's records to such persons or entities without your prior written consent, you must notify us in writing.

KIPP Jacksonville has designated the following information as directory information:

- Student's and parents'/guardians' names
- Address
- Phone number
- Date of birth
- Photograph
- Gender
- Grade level
- Dates of attendance
- Participation in officially recognized activities
- Weight and height of athletes