

## Student Data Privacy & FERPA Notice

### Family Educational Rights and Privacy Act (FERPA)

#### Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Kansas Virtual Academy and Insight School of Kansas, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Kansas Virtual Academy and Insight School of Kansas may disclose appropriately designated "directory information" without written consent, unless you have advised Kansas Virtual Academy and Insight School of Kansas to the contrary in accordance with Kansas Virtual Academy and Insight School of Kansas procedures. The primary purpose of directory information is to allow Kansas Virtual Academy and Insight School of Kansas to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you **do not** want Kansas Virtual Academy and Insight School of Kansas to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify your registrar at Kansas Virtual Academy and Insight School of Kansas in writing by the first day of the school year. Contact information is below:

Insight School of Kansas  
Kansas Virtual Academy  
101 E South Street  
Spring Hill, KS 66083  
Fax (Main Office): **913.592.4646**  
Email (Main Office): [KSfax@insightks.org](mailto:KSfax@insightks.org)  
Phone (Main Office): **913.592.4600**

Kansas Virtual Academy and Insight School of Kansas has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## **Student Privacy**

SHUSD, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s) and/or guardian(s) and students.

1. Student records are open for review and inspection by parents/guardians or students 18 years of age or older. Students 16 years of age or older or who are emancipated have the right to give informed consent regarding their records, with some exceptions. Information regarding students 14 years of age or older with HIV/AIDS or a sexually transmitted disease may be released by the student only.
2. Appointments may be made at the Principal's office for viewing cumulative records of grades, and/or achievement test scores.

3. SHUSD and Insight/KSVA, in compliance with the Family Educational Rights and Privacy Act (FERPA), have adopted a policy regarding student education records and the release of student information. This policy is set forth in the FERPA section of this handbook.

### **Disclosure of Personally Identifiable Information**

Parent(s)/guardian(s) who do not want personally identifiable information (otherwise known as directory information) contained within a student’s educational records made public may file a written objection with the Insight Principal regarding the public release of such information within ten (10) calendar days following notice of these rights to students. Contact information is below:

Insight School of Kansas  
Kansas Virtual Academy  
101 E South Street  
Spring Hill, KS 66083  
Fax (Main Office): **913.592.4646**  
Email (Main Office): [KSfax@insightks.org](mailto:KSfax@insightks.org)  
Phone (Main Office): **913.592.4600**