



# Raymore-Peculiar School District

P. O. Box 789 Peculiar, MO 64078 • Phone: (816) 892-1300 • Fax: (816) 892-1380

## FERPA - Educational Rights Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

**RIGHT TO INSPECT:** You have the right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible student should submit to the School Principal or District Custodian of Records a written request that identifies the record(s) 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.

**RIGHT TO REQUEST AMENDMENT:** You have 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 a record should write the School Principal, 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 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 or eligible student when notified of the right to a hearing.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to privacy of personally identifiable information (PII) 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 (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it 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 in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in 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.

**RIGHT TO COMPLAIN TO FERPA:** You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Raymore-Peculiar School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202. A copy may be obtained in person or by mail from: Mrs. Pamela Steele, Custodian of Records, Raymore-Peculiar School District, 21005 S. School Road, P. O. Box 789, Peculiar, MO 64078

The Raymore-Peculiar R-II School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information:

1. Name
2. Date and Place of Birth
3. Parents’ names
4. Grade level
5. Enrollment status

6. Student ID number, user ID, or other unique personal identified used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.
7. Participation in district-sponsored or district-recognized activities and sports
8. Weight and height of members of athletic teams
9. Dates of attendance
10. Degrees and awards received
11. Most recent educational agency or institution attended
12. Photographs, videotapes, digital images and recorded sound, unless such records would be considered harmful or an invasion of privacy

Directory information may be disclosed by the Raymore-Peculiar R-II School District for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student or as otherwise allowed by law.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends.

In the event of notification of refusal is not filed, the Raymore-Peculiar R-II School District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.