

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE REGARDING ACCESS TO STUDENT RECORDS  
AND STUDENT INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that grants parents/guardians five basic rights regarding their child's school records:

- The right to inspect and review your child's education records.
- The right to request the amendment of your child's education records that you believe are inaccurate or misleading, or otherwise in violation of your child's privacy under FERPA.
- The right to provide written consent before the school discloses personally identifiable information in your child's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to be informed of your rights under FERPA.
- 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 Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

FERPA grants these rights to a student's parents/guardians, including non-custodial parents or parents who do not live with their children, unless a court order forbids it. When a child turns 18, the parent/guardians' rights under FERPA transfer to the student.

FERPA requires that KIPP NYC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. In addition to the rights outlined above, FERPA also gives KIPP NYC the option of designating certain categories of student information as "directory information." Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow KIPP NYC to include information from your child's education records in certain written and digital school publications or on KIPP NYC's website or social media accounts. Examples include, but are not limited to: A playbill showing your student's role in a drama production; A yearbook; Honor roll or other recognition lists; School newsletters; and Graduation programs. Directory information includes a student's name, age, address (except information about a homeless student's living situation), ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity), telephone number, field of study, email address, grade level, most recent education agency or institution attended, participation in officially

recognized activities and sports, weight and height of members of athletic teams, honors, scholarships, and awards received, and likeness (for possible use in video and still images for the KIPP NYC website and social media accounts and press releases to the local media).

KIPP NYC may disclose appropriately designated “directory information” without written consent, unless you have advised KIPP NYC to the contrary. You may object to the release of any or all of this “directory information.” However, you must do so in writing within 14 business days of receiving this notice either via email to [DataPrivacyOfficer@kippnyc.org](mailto:DataPrivacyOfficer@kippnyc.org) or by email or hand-delivered letter to the Director of Operations of your school. If we do not receive a written objection, we will be authorized to release this information without your consent.

If you would like additional information about FERPA, we welcome you to contact the Data Protection Officer at [DataPrivacyOfficer@kippnyc.org](mailto:DataPrivacyOfficer@kippnyc.org) .