

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. At KEC, we are committed to upholding these rights to ensure the confidentiality and security of student information.

2. Rights Under FERPA

- Right to Access: Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Requests to access records must be made in writing to the designated school official.
- Right to Request Amendment: Parents or eligible students can request the amendment of the student's education records that they believe are inaccurate or misleading. Such requests must be submitted in writing and specify the part of the record they wish to amend and why.
- Right to Consent to Disclosures: Schools must generally obtain written consent from parents or eligible students before disclosing personally identifiable information (PII) from education records. Exceptions include:
 - Disclosure to school officials with legitimate educational interests.
 - Disclosure to other schools where the student seeks or intends to enroll.
 - Disclosure to authorized representatives of certain government agencies.

*3. Directory Information

- KEC may disclose "directory information" without consent, unless parents or eligible students have opted out. Directory information may include:
 - Student's name
 - Address
 - Telephone number
 - Date and place of birth
 - Major field of study
 - Participation in officially recognized activities and sports
 - Dates of attendance
 - Degrees and awards received

-Parents and eligible students may request that directory information not be disclosed by submitting a written opt-out request to the school office.

4. Procedures for Accessing Records

- To access educational records, parents or eligible students must:
 1. Submit a written request to the school's designated official.
 2. Specify the records they wish to review.
 3. Allow up to 45 days for the request to be processed.

5. Complaints

- Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office if they believe that KEC has failed to comply with FERPA. Complaints can be directed to:

- Family Policy Compliance Office (see next page)

- U.S. Department of Education

- 400 Maryland Avenue, SW

- Washington, D.C. 20202-5901

7. Contact Information

- For more information regarding FERPA or to address specific concerns, please contact:

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