



Spring Hill

SCHOOL DISTRICT

Student Data Privacy Annual Notice

Kansas Student Data Privacy Act

In accordance with the Kansas Student Data Privacy Act (2014), student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between agencies and/or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.
 - A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

FERPA Statement

The Spring Hill School District maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA defines educational requirements which are designed to protect the privacy of students. For more information about FERPA, please visit <http://familypolicy.ed.gov/ferpa-parents-students>.

Release of Directory Information

Spring Hill School District hereby gives notice that it has designated the following categories of personally identifiable information as "Directory Information" under the Family Educational Rights and Privacy Act of 1974 (as amended). This information can be released without the prior consent of students as permitted by law. Under the terms of FERPA, the Spring Hill School District defines "Directory Information" as follows:

- Name
- Permanent address and telephone number
- District email address
- Dates of attendance
- Enrollment status
- Class level
- Graduation date and senior picture
- Date of birth
- Height and weight of athletes
- Academic honors and awards

To request that your "Directory Information" not be made available to the public (including friends, family, and current or potential employers), a signed form must be submitted to the Office of the Superintendent, Spring Hill School District, 101 E. South Street, Spring Hill, KS 66083. All inquiries regarding this policy should be directed to the District Superintendent.

_____,
(Name of Student)

I acknowledge that I have been provided with notice under FERPA and the Kansas Student Data Privacy Act.

Parent/Student Signature

Date