

Family Educational Rights and Privacy Act
ANNUAL NOTICE
(Release of Student Directory Information to the Public and/or Military Recruiters)

The Family Educational Rights and Privacy Act (FERPA) affords parents* certain rights with respect to their student's education records. These rights are:

(1) 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* should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent* of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent* believes are inaccurate. Parents* may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parents,* the school will notify the parents* of the decision and advise them of their right to a hearing regarding the request for amendment.

(3) The right to consent to disclosures of personally identifiable information contained 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 contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

For purposes of FERPA, USD 497 has designated certain information as "directory information," which may be disclosed for any purpose without prior consent. The primary purpose of this designation is for district use of the information in school publications, such as newsletters, drama playbills, recognition listings, graduation programs, sports team rosters and yearbooks. USD 497 considers the following "directory information:" student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, honors received, the most recent previous school attended, class designation and photographs.

Release of Student Directory Information to Military Recruiters

In addition, two federal laws: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), require educational agencies to provide military recruiters, upon request, students' names, addresses, and telephone listings.

Parents* wishing to withdraw consent for release of directory information must complete a Non-Disclosure of Student Directory Information form available upon request at any school, the district office and www.usd497.org. USD 497 assumes there is no objection to the release of directory information if this signed form is not returned to the school upon enrollment.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD 497 to comply with these requirements. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

*parents, legal guardians, and students age 18 or older



Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Lawrence Public Schools USD 497 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

USD 497 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD 497 will also directly notify parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.



MIDDLE SCHOOL FEE PAYMENT FORM 2016-2017

STUDENT LAST NAME	STUDENT FIRST NAME
PARENT /GUARDIAN NAME	SCHOOL
HOME ADDRESS	GRADE
CITY, STATE, ZIP	HOME PHONE
	WORK PHONE
	PARENT EMAIL ADDRESS (IF APPLICABLE)

PART B – SPECIAL FEES INFORMATION

Participation fees for sports and co-curricular fees for activities will be billed once final rosters are issued. Do not pay these fees at this time. If you are interested in a yearbook, contact the school directly for amount and due date.

STATEMENTS

Student fee statements will begin mailing monthly on Aug. 1, 2016. You will only receive a statement if fees are due. If you have selected a payment plan, pay according to the plan you have selected. Any fees unpaid at May 31, 2017 will be sent to collections.

ELIGIBILITY FOR FEE WAIVER

If you have received a letter from USD #497's Food Service Department approving your meal as free or reduced for the 2016-2017 school year, you may be eligible for a waiver from some of your fees. If you wish to have your fees waived, **both the Approved Free and Reduced Lunch Application and Form 3E – Consent for Disclosure must be on file** in the Food Service Department. Waivers will be automatically applied to accounts when all paperwork is completed and received. Waivers do not cover yearbooks, fines, and lost USD #497 property.

PAYMENT OPTIONS

Checks, Cash and Money Orders are accepted in the office.

Credit card payments can be made online at:
<https://eps.mvppbanking.com/cgi-bin/efs/login.pl?access=55379>

INSUFFICIENT FUND CHECKS

USD #497 uses RECHECK, Inc., a check recovery company, for insufficient fund checks. By law, RECHECK is able to electronically debit the check writer's account for the amount of the check and a \$30.00 processing fee. Payment for insufficient checks must be paid to RECHECK, Inc., not USD #497.

OFFICE USE ONLY	
PMT METHOD:	\$
RCVD BY:	DATE

PART A – REQUIRED DISTRICT FEES		
Student Fees*		\$147.00
Activity Trip Transportation		15.00
PART A TOTALS		\$162.00
<small>* Student Fees are for, but not limited to, textbook materials, workbooks and materials supplemental to a textbook, teacher editions of textbooks and support materials, storybooks and literature books, classroom sets of books and/or books individually checked out to students, art supplies, music supplies, writing materials, magazine and newspaper subscriptions, instructional material kits (examples: Math and Science), printer cartridges for student lab printers, thumb drives, DVD's, videos, CD's, cameras, instructional software licenses, student use licenses, resource subscriptions, PE towels, art project materials, and other instructional materials consumed in the classroom.</small>		
<small>Additional fees: (i.e. participation fees, co-curricular fees) may be due. If applicable, these fees will be billed at a later date directly from the school.</small>		
PART B – SPECIAL FEES		
Participation Fee (invoiced later)	50.00	\$
Co-Curricular Fee (invoiced later)	15.00	\$
Instrument Maintenance Fee	50.00	\$
PART B TOTALS		\$
TOTAL FEES (PART A + B)		\$
PAYMENT SUMMARY		
Total Fees Due		\$
Initial Payment		\$
Balance Due		\$
# of Payments in Plan		\$
Payment Plan Amount		\$
PAYMENT PLAN OPTIONS		
Semester (2 payments)	09/12/16	01/17/17
Quarterly (4 payments)	09/12/16	11/07/16
	02/06/17	04/10/17
Monthly (8 payments)	09/12/16	10/10/16
	11/07/16	12/12/16
	01/09/17	02/06/17
	03/13/17	04/10/17



FORMA DE PAGO ESCUELA SECUNDARIA 2016-2017

STUDENT LAST NAME	STUDENT FIRST NAME
PARENT /GUARDIAN NAME	SCHOOL
HOME ADDRESS	GRADE
CITY, STATE, ZIP	HOME PHONE
	WORK PHONE
	PARENT EMAIL ADDRESS (IF APPLICABLE)

PARTE B – INFORMACION DE CUOTAS ESPECIALES:

- La cuota de participación en deportes y actividades extra-curriculares va a ser mandadas se le cobrará una vez que se publiquen la lista final. No pague estas cuotas en este momento. Si esta interesado en el anuario, pongase en contacto con la escuela directamente para averiguar la cantidad y fecha que debe pagar.

DECLARACION

Una cuenta sobre la cuota del estudiante va ser enviada por correo después de septiembre 1, 2015. Usted solo va a recibir una cuenta si debed de pagar. Si escujo un método de pago, paguen acuerdo con el plan que seleccionaron. Cualquier balance que no haya pagado para mayo 31, 2015 va a ser mandado a colecciones

ELEGIBILIDAD DE EXENCION DE PAGOS :

Si recibe su carta del Dpto de Servicio de Comida de USD497 aprobando las comidas gratis o reducidas para el año escolar 2016-17, usted puede ser elegible para la exención de pagos de algunas clases. **Ambas aplicaciones, la de la Comida Gratis y Reducidas y Forma 3#-Exención de Confidencialidad debe de estar en record** en el Dpto De Servicio de Comida. La extención va a ser automaticamente aplicada a la cuenta cuando se reciba todo los documentos completados. La extención no cubre algunas clases, boletos de actividades, toga y birrete, anuario, permiso de estacionamiento, multas, o propiedades de USD #497.

OPCIONES DE PAGO

Cheque, efectivo, cheque de cajero son aceptables en la oficina.

Pago con tarjeta de crédito visita :

<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55379>

CHEQUE SIN FONDO

USD #497 usa a RECHECK, Inc una compañía de recobrar cheques sin fondo. Por ley, puede hacer un debito a su cuenta electronicamente por la cantidad del cheque más \$30.00 por el proceso. Pagos por insuficiencia de fondos debe de ir a RECHECK, Inc., no USD #497.

OFFICE USE ONLY	
PMT METHOD:	\$
RCVD BY:	DATE

PARTE A – CUOTA REQUERIDA POR EL DISTRITO		
Cuota del estudiante*		\$147.00
Transportación para Actividades		15.00
PARTE A TOTAL		\$162.00
* * Cuota del estudiante son para, pero no limitada a, materiales de texto, libros y materiales suplementales, libros edición especial para el maestro y materiales de apoyo, libro de cuentos y literatura, libros del salon de clase y/o libros chequeados individualmente al estudiante, materiales de arte, música, materiales de escribir, subscripción a revistas, periódico, equipo de materiales de instrucción (ejemplos: matemática y ciencias), cartucho de tinta para la impresora para los laboratorios, DVD's, videos, CD's, camaras, licencia para programas instruccionales, licencia para el uso del estudiante, subscripción de recursos, toallas para educación físicaPE, materiales proyectos de arte, y otros materiales instruccionales usado en el salón de clase..		
Additional fees: (i.e. participation fees, co-curricular fees) may be due. If applicable, these fees will be billed at a later date directly from the school.		
PARTE B – CUOTAS ESPECIALES		
Cuota de participación (factura más tarde)	50.00	\$
Cuota Co-Curricular (facture más tarde)	15.00	\$
Cuota de mantenimiento de instrumento	50.00	\$
PARTE B TOTALS		\$
TOTAL (PARTE A + B)		\$
PAGO		
Total de Cuota		\$
Pago Inicial		\$
Balance		\$
# de pagos del Plan		\$
Cantidad de pago por el pla		\$
OPCIONES DEL PLAN DE PAGO		
Semestre (2 pagos)	09/12/16	01/17/17
trimestre (4 pagos)	09/12/16	11/07/16
	02/06/17	04/10/17
Mensual 8 pagos)	09/12/16	10/10/16
	11/07/16	12/12/16
	01/09/17	02/06/17
	03/13/17	04/10/17