



**KIPP Capital Region Public Charter School**  
*Notification of Rights under FERPA*

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act (FERPA) affords Parent/students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access.** A parent or student should submit the request to KIPP Troy Prep Elementary School at 3055 6<sup>th</sup> Ave, Troy, NY 12180, KIPP Troy Prep Middle and High School at 2 Polk Street, Troy, NY 12180, KIPP Tech Valley Primary School at 1 Dudley Heights, Albany, NY 12210, KIPP Tech Valley Middle School at 321 Northern Blvd, Albany, NY 12210, KIPP Albany Community Charter Elementary School at 65 Krank Street, Albany, NY 12202 or KIPP Albany Community Charter Middle School at 42 S Dove St, Albany, New York 12202. The written request should identify the record(s) he/she wishes to inspect. KIPP Capital Region Public Charter School will make arrangements for access and notify the parent or student 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 Student & Parent believes are inaccurate or misleading.** A parent may ask the school to amend a record that he/she believes is inaccurate or misleading. The student should write the School Principal, clearly identifying the part of the record he/she wants changed, and specifically why it is inaccurate or misleading. If the Principal decides not to amend the record as requested by the parent/student, the School will notify the parent/student of the decision and advise the parent/student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/student when notified of the right to a hearing.
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 of the exceptions which permit disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the KIPP Troy Prep Charter School in an administrative, supervisory, academic or research, or support staff position (including health staff); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Trustees. 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.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by KIPP Capital Region Public Charter School to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Charter Schools Institute  
353 Broadway  
Albany, New York 12246

For additional information please contact Stephanie Valle, KIPP Capital Region's Chief Executive Officer, at (518) 694-9494 or via email at [stephanie.valle@kippcapital.org](mailto:stephanie.valle@kippcapital.org)