



FERPA Process for Parent/Legal Guardian Requests for Student-Level Information Collected by the Kentucky Department of Education

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Purpose

This document explains the process by which student information collected by the Kentucky Department of Education (KDE) may be obtained by a parent/legal guardian.

Data Received by KDE

KDE has an obligation to maintain secure data systems and protect the privacy of students. This responsibility is taken very seriously.

KDE does not receive any student-level information beyond what is provided and available from local school districts. The only student-level information that KDE collects is a subset of student information from school districts that is authorized by law. This includes information for district/school accountability, program enrollment and financial allocations.

Obtaining Student-Level Information

KDE does not specifically collect parent names and/or other parent information associated with students and, therefore, is unable to verify a parent/legal-guardian relationship with students. Verifying the parent/legal-guardian relationship is a critical step in securing student data and protecting the privacy of students.

School districts are the official, authoritative source of student information. School districts maintain the most complete set of student information along with verified parental/legal-guardian information. This allows districts to confirm that requests for student information are provided to the correct parent/legal guardian.

If a parent/legal guardian contacts KDE requesting student-level information:

- KDE will refer parents to their local school district for access to student records
- If, after reviewing the information collected at the district level, a parent/legal guardian wishes to view the subset of mirrored student information held at the state level, they will be advised to request the information through their local school district
- Districts can request the information from KDE and it will be provided through a secure data transfer protocol to the districts
- It will then be relayed to parents by the district after the district verifies the parent/legal guardian relationship

For more information: Click the following link for KDE's student data security and privacy webpage:

<http://education.ky.gov/districts/tech/Pages/Data-Security-Privacy.aspx>

Click the following link for information regarding KDE's data collection and use:

<http://education.ky.gov/districts/tech/Pages/DataCollection.aspx>