



Heartspring Therapeutic School

Annual Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides parents and eligible students (students who are 18 years of age or older) with certain rights regarding the student's education records.

Your FERPA Rights

1. Right to Inspect and Review Records

Heartspring maintains student records in accordance with applicable federal and state laws and organizational record retention policies. Questions regarding record retention periods may be directed to the Client Records Department.

Parents and eligible students have the right to inspect and review the student's education records within 45 days of Heartspring receiving a written request. Heartspring stores student files for five (5) years after the student transitions from Heartspring.

Requests should be submitted to:

Client Records Department
Heartspring Therapeutic School
8700 E. 29th Street North
Wichita, KS 67226
Email: ClientRecords@Heartspring.org

2. Right to Request Amendment of Records

Parents and eligible students may request that Heartspring amend education records they believe are inaccurate, misleading, or violate the student's privacy rights.

Requests must:

- Be submitted in writing.
- Clearly identify the record to be changed.
- Explain why the record should be amended.

If Heartspring denies the request, the parent or eligible student will be notified of the decision and informed of their right to a hearing.

3. Right to Consent to Disclosures

Heartspring will generally obtain written consent before disclosing personally identifiable information (PII) from a student's education records, unless FERPA permits disclosure without consent.



Examples of disclosures permitted by FERPA include:

- To Heartspring employees, contractors, consultants, therapists, nurses, and other school officials with a legitimate educational interest.
- To another school or educational program where the student seeks or intends to enroll or transfer.
- To state and federal agencies conducting authorized audits, evaluations, or compliance reviews.
- To accrediting organizations.
- In response to a lawful court order or subpoena.
- During a health or safety emergency.
- To authorized child welfare agencies or representatives responsible for the student's care and protection.

A legitimate educational interest exists when a school official needs access to education records in order to perform duties related to a student's education, treatment coordination, safety, support services, compliance activities, or school operations.

4. Right to File a Complaint

Parents and eligible students who believe their FERPA rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

Important Information for Students Age 18 and Older

When a student turns 18 years of age, FERPA rights transfer to the student unless a parent or other individual has legal authority to continue exercising those rights under applicable law.

Directory Information

Heartspring Therapeutic School does not designate any student information as directory information for public disclosure.

Questions

Questions regarding student education records, access requests, or FERPA rights should be directed to the Client Records Department at clientrecords@heartspring.org or 316-634-8700.