

**METCALFE COUNTY SCHOOL DISTRICT
Child Find for Children with Disabilities in
Need of Special Education or Section 504
Services
and Public Notice Under the Family
Education Rights and Privacy Act**

Child Find

The Metcalfe County School District keeps educational records in a secure location in each school and board office.

The Metcalfe County School District obtains written consent from a parent or eligible student (age eighteen or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA (Family Education Rights and Privacy Act).

For students who have been determined eligible for special education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Metcalfe County School District may destroy the educational records of a child without parent request seven years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Metcalfe County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed. Children eligible for special education include those children with disabilities who have autism, deaf/blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic

impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need special education services. Children eligible for Section 504 (Rehabilitation Act of 1973) services include those children who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

The Metcalfe County School District has an ongoing "*Child Find*" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of special education or Section 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving special education or Section 504 services.

The Metcalfe County School District will make sure any child enrolled in its district who qualifies for special education or Section 504 services, regardless of how severe the disability, is provided appropriate special education or Section 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Metcalfe County School District find any child who may have a disability and need Special Education or Section 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if special education or Section 504 services are needed.

Letters and phone calls are some of the ways the Metcalfe County School District collects the information needed. The information the school district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for special education or Section 504 services.

If you know of a child who lives within the boundaries of the Metcalfe County School District, who may have a disability, and may need but is not receiving special education or Section 504 services, please call 270-432-3171

**Jamie Moss, Director of Special
Education and Section 504 Coordinator
Metcalfe County Board of Education
709 West Stockton Street
Edmonton, KY 42129
Phone: 270-432-3171**

“Child Find” activities will continue throughout the school year. As part of these efforts the Metcalfe County School District will use screening information, student records, and basic assessment information it collects on all children in the district to help locate those children who have a disability and need special education or Section 504 services. Any information the district collects through *“Child Find”* is maintained confidentially.

**Family Education Rights and Privacy Act
(FERPA) Notice:**

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:
1) ***The right to inspect and review the student’s education records within forty-five (45) days of the day the district***

receives a request for access. Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.** Parents or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible 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 exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the district 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 district 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/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard. Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request. Directory/Protected

Information. The superintendent/designee is authorized to release board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights. Unless the parent/guardian or eligible student requests in writing that the district not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request. Parents/eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the

collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

5. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Written *Policies and Procedures* have been developed which describe the district's requirements regarding the confidentiality of personally identifiable information and "*Child Find*" activities. There is a copy at the board of education office. The district office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m. The Metcalfe County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Special Education/ Section 504 Coordinator* at the address or phone number listed above for the Metcalfe County School District.