



Thank you for your interest in being a **parent volunteer**, in the Lawson School District.

The Missouri State Highway Patrol, Criminal Justice Information services division has a new public website that will allow you to submit and receive your **name-based criminal record check online**. The website for this is: **www.machs.mo.gov**

The charge for this is \$12.00 plus a fee of \$1.25 for processing.

Once you get to the website: Chose the **Name Search Portal section**. You can chose the **MACH tutorial** for instructions.

Please print your **results certificate** online: Note: Be sure to check the website daily, you **will not** get notified by the Highway Patrol. (Be sure to print it off within 30 days, it expires after 30 days) and turn it in to the school.

Along with your certificate you will need to sign a **Confidentiality form** and return it along with your results.

It is essential to have both forms completed and turned in. This is required each school year.

Note: We do not require you to do the fingerprint background check, just the name-based check.

Family Educational Rights and Privacy Act (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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C 20202-8520
1-800-872-5327

Pam Alberti
Director of Special Services Lawson R-XIV School District
401 North Allison
Lawson, MO 64061401 North Allison
816-580-7277 ext 420



Parent Volunteer

Confidentiality Form

While performing duties as a parent volunteer for the Lawson School District, you may have access to information which is confidential. It is the responsibility of the District to provide individuals working with all students with instructions on maintaining confidentiality of information; however, each volunteer is responsible for assuring confidentiality of information relating to any student that they may come in contact with.

I have been presented with information regarding confidentiality, and agree to follow this policy.

Volunteer Name Please Print _____ Date _____

Volunteer Signature _____

School year _____ Building: HS MS SW

Building Administrator's Signature

Date

Pam Alberti
Director of Special Services