

SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT

ANNUAL 2023 FERPA NOTICE

Dear Parent/Guardian or Eligible Student:

The Family Educational Rights and Privacy Act ("FERPA") affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records, including:

1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.

Parents/Guardians or eligible students should submit to the Building Principal a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent/guardian or eligible 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 parent/guardian or eligible student believes are inaccurate or misleading.

Parents/Guardians or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the Building Principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the School District decides not to amend the record, as requested by the parent/guardian or eligible student, the School District will notify the parent/guardian or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian 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 which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as school attorney, auditor, medical consultant or therapist, district's insurance company, service provider); 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 or her tasks.

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.

Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right not to have Directory Information disclosed without prior written consent.

This School District designates the following items as Directory Information, and may disclose any of these items without prior written consent, unless notified to the contrary, in writing, to your child's building principal by the parent/guardian or eligible student by **September 29, 2023, or within 30 days of registering your child in the South Orangetown Central School District**: student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, enrollment status, and class roster.

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:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

6. For High School Students Only: The right not to have your child’s name, address, and telephone number disclosed to military recruiters and/or institutions of higher learning without your prior written consent.

The Every Student Succeeds Act (ESSA) requires the South Orangetown Central School District to disclose to military recruiters and/or institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students, unless you notify the District, in writing, that you do not want such information released by the District without your prior written consent. If you, as a parent/guardian of a high school student, or a student over the age of 18, wish to exercise your option to withhold your consent to the release of the above information to military recruiters and/or institutions of higher learning, you must sign, date and return the form below to the High School Principal **by September 30, 2022, or within 30 days of registration** of your child in the South Orangetown Central School District.

To: Registrar
South Orangetown Middle School
160 Van Wyck Road
Blauvelt, New York 10913

PLEASE NOTE: THIS APPLIES TO TZHS STUDENTS ONLY

I, the parent/guardian of _____, a student or I, _____, a student over the age of 18, at Tappan Zee High School **do not** consent to the release of the name, address and telephone of such student to:

_____ military recruiters _____ institutions of higher learning
(you may check one or both)

Date: _____

(Parent/Guardian/Eligible Student Signature)

(Print Name of Parent/Guardian/Eligible Student)