

Scarsdale Union Free School District

Annual Notification of Rights under FERPA

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and *Eligible Students* certain rights with respect to the student's *Education Records*. These rights are:

1. The right to inspect and review the student's *Education Records* within forty-five (45) days after the day the Scarsdale Union Free School District (the "District") receives a request for access.

Parents or *Eligible Students* who wish to inspect their child's or their *Education Records* should submit to the Director of Special Education and Student Services a written request that identifies the records they wish to inspect. The District official will make arrangements for access and notify the parent 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 or *Eligible Student* believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or *Eligible Students* who wish to ask the District to amend their child's or their *Education Record* should write to the Director of Special Education and Student Services, clearly identify the part of the record they want changed, and specify why it should be changed. 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 of their 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 provide written consent before the District discloses *Personally Identifiable Information (PII)* from 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 defined under Board Policy 5500 as a person who has a legitimate educational interest in a student's *Education Record*, and who is employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a member of the Board of Education; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another *School Official* performing their tasks. Under Board Policy 5500, a *School Official* has a legitimate educational interest if they need to review a student's *Education Record* in order to fulfill their professional responsibilities.

Scarsdale Union Free School District Annual Notification of Rights under FERPA

Upon request, the District discloses *Education Records* without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. 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 are:

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

Directory Information

School Board Policy 5500 of the Scarsdale Union Free School District provides that the District may from time to time disclose information from the *Education Records* of present or former students in the following categories: the student's name, parents'/legal guardians' names/addresses, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and/or current school attended, grade level, and enrollment status.

Requests may come from the Village of Scarsdale for the purpose of mailings and issuing pool passes, but it will also be released to anyone who requests this information, unless it is requested for commercial purposes.

Additionally, *Directory Information* may be provided to the Scarsdale PTC/PTAs. In addition to the above *Directory Information*, the District may disclose the following additional *Directory Information* to the Scarsdale PTC/PTAs for the sole purpose of creating building-based directories as part of PTC/PTA membership: parents'/legal guardians' telephone numbers, email addresses, and student homerooms (except where disclosure of student homeroom would violate the student's protected privacy rights under the law).

In accordance with School Board Policy 5500 and with the Family Educational Rights and Privacy Act (FERPA) of 1974, a parent or student, 18 years of age or older, may refuse to permit the release of *Directory Information*, or some part of it, by notifying the Superintendent of Schools in writing or upon registration with the District. We request that you submit any refusals by July 1st, in order to process school directories in a timely manner. The written notification should be sent to the Superintendent of Schools at 2 Brewster Road, Scarsdale, New York 10583.

A copy of School Board Policy 5500 is available for inspection on the District web site or a copy may be obtained by contacting Honore Adams, District Clerk at 914-721-2410 or hadams@scarsdaleschools.org.