

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTICE REGARDING ACCESS TO STUDENT RECORDS AND STUDENT
INFORMATION**

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

1. **The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.** Parents or eligible students should submit to the Building Principal a written request that identifies the records 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 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 or misleading.** Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. 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 them 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 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 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 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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 Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school District the option of designating certain categories of student information as “directory information.” Directory information includes a student’s name, ID number (including user ID or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student’s identity), 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, grade level, photograph, e-mail address, and enrollment status.

You may object to the release of any or all of this “directory information.” However, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the enclosed form and return it to the Building Principal.

Sincerely,

{Insert Building Principal’s Name Here}

Adoption date: May 21, 2019

STUDENT RECORDS EXHIBIT – DIRECTORY INFORMATION

Dear Parent or Eligible Student:

The school District has designated certain categories of student information as “directory information.” Directory information includes a student’s name, ID number (including user ID or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student’s identity), 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, grade level, photograph, e-mail address, and enrollment status.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

Please do not release directory information without my prior consent.

(Parent/Guardian or Eligible Student Signature)

(Date)

Adoption date: May 21, 2019

**PARENTS' BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY**

The Eastchester Union Free School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. The Eastchester Union Free School District establishes the following parental bill of rights:

- Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- A student's personally identifiable information cannot be sold or released for any commercial purposes by a third party contractor. The District will not sell student personally identifiable information and will not release it for commercial purposes, other than directory information released by the District in accordance with District policy;
- Parents have the right to inspect and review the complete contents of their child's education record (for more information about how to exercise this right, see 5500-R);
- State and federal laws protect the confidentiality of personally identifiable information. Safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- A complete list of all student data elements collected by the State Education Department is available for public review at <http://www.p12.nysed.gov/irs/sirs/>.
- Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to **(insert district contact information including title, phone number, email and mailing address here)**. Complaints can also be directed to the New York State Education Department by writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to CPO@mail.nysed.gov.
- In the event that the District engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student PII. Parents can request information about third party contractors by contacting”

Eastchester Union Free School District
580 White Plains Road
Eastchester, NY 10709, USA
Telephone: (914) 793-6130
or can access the information on the district's website
<https://district.eastchesterschools.org/m2>

**PARENT BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY
THIRD PARTY CONTRACTOR SUPPLEMENT**

The **(insert name of contractor)** has been engaged by the **Eastchester Union Free School District** to provide services. In this capacity, the company may collect, process, manage, store or analyze student personally identifiable information (PII).

The **(insert name of contractor)** will provide the district with **(describe specific purpose for which the student PII will be used)**.

The **(insert the name of contractor)** will ensure that subcontractors or others that the company shares PII will abide by data protection and security requirements by **(describe methods/procedures to safeguard data use by subcontractors)**.

Parents may challenge the accuracy of PII held by **(insert name of contractor)** by contacting **(insert contact information, including title, phone number, mailing address and email address)**.

The **(insert name of contractor)** will take reasonable measures to ensure the confidentiality of student PII by implementing the following **(describe the following, as applicable)**:

- Password protections
- Administrative procedures
- Encryption
- Firewalls

The contractor's agreement with the District ends on **(insert date)**. Once the contractor has completed its service to the District, records containing student PII will be destroyed by **(insert date)**.

Adoption Date: May 21, 2019