

RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT
EXHIBIT 5500-E.1

STUDENT RECORDS

Notification of rights under the Family Educational Rights and Privacy Act (FERPA)

Dear Parent/Guardian or Student:

This is to advise you of your rights with respect to the school records relating to (your son/your daughter/you) pursuant to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but necessarily not limited to, identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to a child's (his/her own) school records, in writing, to the principal of the building to which such student is assigned. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in no case, no more than 30 days after the request has been received.

If information contained in the student's record is believed to be inaccurate or misleading, the parent or eligible student should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested, the parent or eligible student will be notified of the decision and advised 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.

Parents or eligible students (18 years or older) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Rush-Henrietta Central School District to comply with the requirements of FERPA. The name and address of the office that administer FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Student records and any material contained therein which is personally identifiable are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials who have a legitimate educational need for access to such records in the course of their employment. In addition, the district will disclose, upon request, education records to officials of another school district in which a student seeks or intends to enroll.

“Directory information” includes a student's name, parents’ names, address, telephone number, date and place of birth, e-mail address, photograph, grade, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and most recent previous school attended. While directory information may be released by the school to anyone who requests it, it is the practice of the district to release such information only to colleges and other post-secondary education institutions, and military recruiters. The release of directory information to the media shall be for the sole purpose of reporting upon or promoting a district activity and shall not include addresses and telephone numbers. Directory information may be released by the district unless the parent, guardian, or eligible student objects to the release of any or all of this information (check “do not release”) and return this letter to the principal within 10 school days of the time this letter was issued.

_____ Do not release

Sincerely yours,

Superintendent of schools

* _____ (Print)
Parent/Guardian name, Eligible student

Student name

Building

Student name

Building

Student name

Building

Parent/Guardian signature, Eligible student

Date

Adoption date: September 22, 1998
Revision date: June 26, 2001
Revision date: June 24, 2003
Revision date: June 8, 2004
Revision date: May 24, 2016