Greenwood Lake Union Free School District
P.O. Box 8 • Greenwood Lake, NY 10925
(845) 782-8678 • fax (845) 782-8582
www.gwlufsd.org

Sarah Hadden
Superintendent of Schools
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Dear Parents/Guardians:

This letter includes information regarding two sets of rights which parents/guardians and students over 18 years of age have according to Federal Law: the Family Educational Rights and Privacy Act ("FERPA") and the Protection of Pupil Rights Amendment ("PPRA"). These are described below along with actions you may take to exercise your rights.

FAMILY RIGHTS AND PRIVACY ACT ("FERPA")

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 School Principal a written request that identifies the record(s) they wish to inspect. The 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 members (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 an attorney, auditor, medical consultant, the District's insurance company 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.

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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, by the parent/guardian or eligible student by the end of the first thirty (30) days of the school year: Student's name, address, telephone number, date and place of birth, participation in officially recognized activities and/or sports, weight and/or height of members of athletic teams, dates of attendance and awards received.

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 Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-8520

6. **FOR HIGH SCHOOL STUDENTS: The right not to have your child's name, address and telephone number disclosed to military recruiters and/or institutions of higher learning without prior written consent.**
The No Child Left Behind Act requires the Greenwood Lake Union Free School District to disclose to military recruiters and institutions, 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 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 School Principal.

PROTECTION OF PUPIL RIGHTS AMENDMENT ("PPRA")

PPRA affords parents and eligible students (over 18 or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations and screenings by the Greenwood Lake Union Free School District. PPRA requires our District to notify you and obtain consent or allow you to opt your child out of participating in these kind of school activities. It also requires that the District make arrangements to protect the disclosure or use of students' personal information for marketing, sales or other distribution purposes. To these ends, the Greenwood Lake Union Free School District will notify parents of specific instances when there is an intention to administer any information survey that is protected with the "opt out" provisions of the law.

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Further information regarding protections afforded to parents and eligible students under PPRA may be obtained by contacting the office of the Superintendent of Schools. Parents and eligible students who may believe that their rights have been violated may file a complaint with:

Student Privacy Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-8520

A copy of the District's Policy on Student Records may be obtained at the District Administrative Office and at the Main Office in each school building. If you have any questions about these rights, as designated by the Family Educational Rights and Privacy Act or the Protection of Pupil Rights Amendment, please call my office at 677-4200 extension 1100.

Sincerely,

Sarah Hadden
Superintendent of Schools