

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 ("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. The exceptions, which permit disclosure without consent, are disclosure to school officials with legitimate educational interests or an authorized representative. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff); 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, insurance company, medical consultant, support service provider 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.

An authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Upon request, the district discloses education records without consent to officials of another school district or school 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
400 Maryland Avenue, SW
Washington, DC 20202-5920

NOTIFICATION OF STUDENT 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
- Student's address
- Student's telephone number
- Date 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.

You may object to the release of the above "directory information." However, you must do so in writing **within 14 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,

Vincent R. DeCicco, Principal
Kingston High School
403 Broadway
Kingston, NY 12401

DIRECTORY INFORMATION OPT-OUT FORM

Dear Parent or Eligible Student:

The school district has designated certain categories of student information as "directory information" and "limited directory information" (together "student directory information") as identified on the Annual FERPA Notice (Notice Regarding Access to Student Records and Student Information).

If you object to the release of the designated student directory information, you must do so in writing within 10 business days of receiving this notice. You may use this form to opt out of the release of student directory information and return it to the Building Principal.

Please do not release any student directory information without my prior consent.

(Parent/Guardian or Student Signature)

(Date)

Parent of: _____

**MILITARY RECRUITMENT/INSTITUTIONS OF HIGHER LEARNING
OPT-OUT FORM**

To: Vincent R. DeCicco,
High School Principal
Kingston High School

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

(you may check one or both)

_____ military recruiters

_____ institutions of higher learning

Date: _____

(Parent/Guardian/Student Signature)