

Notification of Rights under FERPA for Elementary and Secondary Schools and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or Superintendent of Schools a written request that identifies the record(s) they wish to inspect. The School 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 School to amend a record should write to the School principal or Superintendent of Schools, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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.

a. 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 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (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 their 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.

b. FERPA also authorizes the release of "directory information" without prior consent, unless the parent/guardian or eligible student (age 18 or older) requests, in writing, that directory

information not be disclosed. The District considers the following information “directory information”:

- *Student’s name
- *Student’s address
- *Telephone number(s)
- *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
- *Class Schedule
- *Photograph
- *Email address
- *Class Roster

Photographs and video/digital images are also considered to be “directory information” by the District. Videotapes, digital movies and/or photographs may be shared with the public through, for example, public media outlets, the District newsletter, reports, website and other District communications, unless the parent/guardian or eligible student requests, in writing that videotapes, digital movies or photographs of the student not be publicized.

About disclosure of directory information to military recruiters and institutions of higher education:

Two federal laws require the District to provide military recruiters and institutions of higher education, upon request, with three directory information categories of its secondary students: names, addresses and telephone numbers, unless parents or eligible students have advised the District that they do not want this information disclosed without their prior written consent.

If you do not want directory information released:

Those parents/guardians or eligible students who do not want directory information released and/or do not want videotapes, digital movies, images and/or photographs published and/or do not want the limited release of directory information to military recruiters and/or institutions of higher education, must notify the School Building Principal or Superintendent of Schools in writing by October 1 each school year regarding the desired limitations on release of directory information. Please notify the main office where your child attends school or the district office.

- District Office, 5955 US RT 20, LaFayette, NY 13084
- Grimshaw Elementary School, 5957 US RT 20, LaFayette, NY 13084
- LaFayette Big Picture School, 3122 Route 11 North, LaFayette, NY 13084
- LaFayette Jr/Sr High School, 3122 Route 11 North, LaFayette, NY 13084
- Onondaga Nation School, 3285 State Route 11A, Nedrow, NY 13120

c. The District, as authorized by FERPA, discloses personally identifiable student information

without consent to other schools, school systems or institutions of postsecondary education in which a student seeks or intends to enroll or that are providing services to the student, upon receiving a request from any such institution. Parents/guardians or eligible students can receive a copy of all information disclosed upon request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-5920

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