

# Pittsford Schools

## Parental Rights Regarding Student Information and Educational Records

Under provisions of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PRPA) and the No Child Left Behind Act (NCLB), parents and guardians must be notified of their rights annually with regard to student records and information.

### ***Educational Records:***

Parents/guardians have a right to inspect and review any educational records related to their child. Student education records include their cumulative health folder. Requests should be made in writing to the building principal.

- If a parent/guardian believes that information contained in the educational records is inaccurate, misleading or otherwise in violation of their student's privacy rights, he/she may make a request in writing to the building principal. The request must specify the records to be amended and the reason the amendment is requested.
- Parents/guardians may file a complaint with the U.S. Department of Education if they feel the district has failed to comply with FERPA and its regulations.
- Upon request, the district will disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll.

### ***Student Directory Information:***

- Personally identifiable information contained in a student's educational records will not be disclosed without parental consent, except to the extent that FERPA authorizes, without parental consent.
- Under the provisions of FERPA, the District may release student directory information without parental consent. Directory information is designated as student name, address, telephone number, date and place of birth, most recent school attended, or participation in officially recognized activities and sports; height and weight of athletic team members, dates of attendance; honors, degrees and awards received; photograph, and e-mail address. Release of directory information is not permitted if such information is to be used for solicitation, fundraising, political or commercial purposes.
- If a parent/guardian does not wish to have some or all of the directory information described above released without prior consent, he/she must notify the building principal in writing within 30 days after this notice.

The district may disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have 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 member of 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, or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks). Personal identifiable information may also be disclosed to officials in another school in which the student seeks or intends to enroll; authorized representatives of certain designated Federal and State agencies pursuant to a lawfully issued court order or subpoena; and persons who need to know in case of a health and safety emergency.

A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional responsibilities.

Parents have the right to opt their child out of participation in the following activities: those in which student personal information will be gathered and used for marketing purposes; non-emergency invasive, medical examinations; and any survey containing items about political affiliations or beliefs, psychological problems of student or family, illegal behaviors, religious practices or beliefs of student or family, income, critical appraisals of close family members, or legally recognized privileged relationships.