September 1, 2018

Dear Parent or Student:

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 Superintendent of Schools or his designee, a written request that identifies the record(s) they wish to inspect. The designee 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, 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 member (including health or medical staff), a person serving on the Board of Education, or a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist, District's insurance company).

   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, as specified in this section, disclosed without prior written consent.

   Please be advised that the School District designates that the following items are legally defined as Directory Information, and the School District may disclose any of these items without prior written consent, *unless notified to the contrary, in writing*, to the Superintendent of Schools, by the parent/guardian or eligible student <u>by Friday, September 14, 2018</u>:

   > **Student's name, school, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, video for in-school viewing and for news broadcast media, degrees, honors, and awards received.**

   The following additional information will only be provided to the PTA and other school-related organizations: The parent/guardian name, student/parent/guardian address, parent/guardian email address, and telephone number.

The District publishes an online student directory for each school building that is available via the parent portal, a password protected site. The student directory contains the student and parent names, addresses, and telephone numbers, grade levels, bus routes, and homeroom of each student enrolled in the District. Such directories shall be used solely by students, parents, and District employees. Directories shall not be printed or given to anyone outside the District or be used for promotion of any activities unrelated to the District. Please advise the Superintendent of Schools in writing by **September 14, 2018**, if you do not wish your child's information to be included in the online student directory.

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

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 your prior written consent.

The No Child Left Behind Act requires the Chappaqua School District to disclose to military recruiters and institutions of higher learning, 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 your 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 District Clerk by **Friday, September 14, 2018.**

Christine Ackerman
Superintendent

To: Liisa Elsner, District Clerk
Chappaqua Central School District
66 Roaring Brook Road, Chappaqua, NY 10514

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

(you may check more than one)

_____ Military Recruiters _____ Online Student Directory _____ Institutions of Higher Learning

Date: _____ _____
(Parent/Guardian/Eligible Student Signature)

_____
(Print Name of Parent/Guardian/Eligible Student)