

FERPA ANNUAL NOTICE
REGARDING THE CUSTODY
and
RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR §99.1 *et seq.*), protects all students against the unwarranted disclosure of personally identifiable information. Under FERPA, the District is required annually to inform each parent/guardian of a student or eligible student of the District of four things:

- Right to inspect student's educational records;
- Right to seek amendments to a student's educational records which are inaccurate, misleading, or a violation of a student's right to privacy;
- Right to consent to disclosure of personally identifiable information from student's records as well as the right to refuse disclosure of directory information; and
- Right to file a complaint with the Department of Education for alleged violations of FERPA.

Inspection of Students' Records

Student records may be inspected at any time when the District is open during the District's normal business hours from 8:00 a.m to 3:00 p.m. Individuals must contact the District's K-12 principal by telephone at (315) 369-3222 to make an appointment to inspect student records. After inspection, if a parent/guardian or eligible student would like a copy of one or more documents in a student record, the District will provide such copies and may require the payment of a copying fee not to exceed \$0.25 per page.

Amendment of Students' Records

A request to amend student records must be made in writing to:

K-12 Principal
Town of Webb Union Free School District
3002 State Route 28
Old Forge, New York 13420

All requests to amend or otherwise modify a student's records must include the following:

1. Sufficient information to identify the specific document or documents in the student record to be amended;
2. A brief explanation of how the specific document in the student record is inaccurate, misleading, and/or a violation of a student's right to privacy;
3. Copies of any supporting documentation in support of the request.

Upon receipt of the request to amend a student's record, the District will respond in writing to such requests in a reasonable time after having reviewed such request. Any parent/guardian or eligible student who is unsatisfied with the District's response may request a hearing to review the District's determination. A request for a hearing must be received by the District within 30 days of the delivery of the District's decision, either by personal service or by U.S. mail.

Upon receipt of a timely request for a hearing, the District shall appoint an individual who does not have a direct interest in the outcome to serve as a hearing officer. The hearing officer shall set a date and time to give the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the request. Upon conclusion of the hearing, the hearing officer shall render a final decision in writing to the parent/guardian or eligible student and the District.

Disclosure of Students' Records

The District shall, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless the District has been notified by the parent/guardian or eligible student of an opt out for disclosure of directory information.

Any request to opt-out for purposes of the disclosure of directory information must be made in writing to:

K-12 Principal
Town of Webb Union Free School District
3002 State Route 28
Old Forge, New York 13420.

The request should include the student's name and address with a clear statement that the parent/guardian or eligible student requests to "opt out" of the District's disclosure of directory information. Opting out of the District's provision of directory information must be renewed every year.

The primary purpose of providing access to and disclosing directory information is to allow the District to include this type of information from your child's education records in certain school publications and to facilitate other school related functions. Examples of where directory information would be disclosed include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets showing weight, age, grade, and/or height of team members;
- To colleges or universities wanted to contact students about potential opportunities for scholarships or applications

Directory information is information that is generally not considered harmful or an invasion of privacy if released, and can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the District that they do not want their student’s information disclosed without their prior written consent. ¹

The District has designated the following information as directory information:

[Note: a District may, but does not have to, include all the information listed below.]

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| -Student’s name | -Major field of study |
| -Participation in officially recognized activities and sports | -The most recent educational agency or institution attended |
| -Address | -Dates of attendance |
| -Telephone listing | -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot otherwise be used to access education records without an additional piece of information such as a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose. |
| -Weight and height of members of athletic teams | |
| -Electronic mail address | |
| -Photograph | |
| -Degrees, honors, and awards received | |
| -Date and place of birth | |

The District also has identified the Mohawk Regional Information Center (MORIC) and the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES (BOCES) as authorized school officials for purposes of access to student records for legitimate educational interests where they assist the District in the delivery of educational services to students in the District.

Complaints Regarding FERPA Compliance

If a parent/guardian or eligible student feels that the District has failed to comply with its obligations under FERPA regarding the District’s custody and/or disclosure of students’ personally identifiable information, a complaint may be filed with the Family Policy Compliance Office at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.,
Washington, DC 20202

APPROVED: BOARD OF EDUCATION March 17, 1992

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