

**Annual
Family Educational Rights and Privacy Act (FERPA)**

Dear Parent/Guardian or Eligible 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 a written request that identifies the record(s) they wish to inspect. The Superintendent will direct the appropriate administrator to 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 Superintendent of Schools and 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 by the parent/guardian or eligible student, 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; 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 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.

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 disclosed without prior written consent.

This School District designates the following items as Directory Information, and may disclose any of these items without prior written consent, unless notified to the contrary, in writing, by the parent/guardian or eligible student by the end of the first 14 days of the school year:

The School District designates the following items as “directory information”: student’s name, student’s address and telephone number only (for high school students only) to school related organizations, such as PTA/PTSA; photographs only for school newsletters and publications and to local newspapers; dates of attendance (but not daily attendance records); grade level; enrollment status; participation in officially recognized school activities, extracurricular activities and sports programs; weight and height if a member of the football, wrestling or basketball teams; honors, achievements, awards, scholarships and similar information; and most recent educational institution attended. The School District may disclose any of these items without prior written consent, unless notified to the contrary, in writing, by the parent or eligible student by the end of the first 30 days of the school year.

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
600 Independence Avenue, SW
Washington, DC 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 Poughkeepsie City 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 High School Principal by October 5, 2007.

The following forms must be returned to the Principal's office by no later than October 5, 2007.

TO: Principal
Poughkeepsie High School
70 Forbus Street
Poughkeepsie, NY 12603

I, the parent/guardian of _____, a student or I, _____, a student over the age of 18, at Poughkeepsie High School wish to opt-out of the release of my child's Directory Information.

Student's Name: _____

Date: _____

(Parent/Guardian/Eligible Student Signature)

(Print Name of Parent/Guardian/Eligible Student)

TO: Principal
Poughkeepsie High School
70 Forbus Street
Poughkeepsie, NY 12603

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

Military Recruiters

Institutions of Higher Learning

(You May Check One or Both of the Above)

Student's Name: _____

(Parent/Guardian/Eligible Student Signature)

Date: _____

(Print Name of Parent/Guardian/Eligible

Student)