



Rye City School District

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Frank R. Alvarez, Ed.D.

Superintendent of Schools

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September 2015

Dear Parents/Guardians:

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 a student's education record, 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 Building Principal a written request that identifies the record(s) they wish to inspect. The Principal 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 or otherwise in violation of the student's privacy under FERPA.**

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 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 provide written consent before the District discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The exceptions, which permit disclosure without consent, include 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.

The School District designates the following item as Directory Information, and may disclose this item without prior written consent, unless notified to the contrary, in writing, by the parent/guardian or eligible student by October 30, 2015: Student's Name.

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 USDOE office that administers FERPA can be reached as follows:

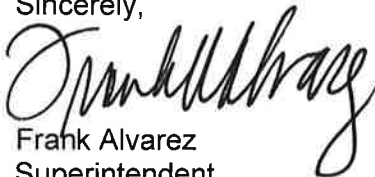
Family Policy Compliance Office
600 Independence Avenue, SW
Washington, DC 20202-4605

6. Code of Conduct

The District's Code of Conduct can be accessed on the District's website at www.ryeschools.org.

Should you require any additional information with regard to FERPA, please contact me at alvarez.frank@ryeschools.org

Sincerely,



Frank Alvarez
Superintendent