

PRIVACY NOTICE REGARDING STUDENT RECORDS

The following notice will be conspicuously placed on the BOCES website.

The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Individuals with Disabilities Education Act (IDEA), together with other Federal and State statutes, affords parents or “eligible students” (students who are over 18 years of age or enter a postsecondary educational institution) certain rights with respect to the student’s education records. The purpose of this letter is to inform you of some of those rights and to provide you with the following contact information for the BOCES’ Records Management Officer:

Records Management Officer
Jefferson-Lewis-Hamilton-Herkimer-Oneida Board
of Cooperative Educational Services
20104 NYS Route 3
Watertown, New York 13601
Telephone: (315) 779-7000

Examples of these *rights* include:

1. The right to inspect and review the student’s education records within 45 days of the day the BOCES receives a request for access. Written requests for such access may be submitted to the Records Management Officer during regular business hours on any school day. Such requests should be submitted on the BOCES’ *Application for Inspection of Student Records* form that is located in the Office of the Records Management Officer.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or an invasion of the student’s privacy rights. A request for an amendment may be submitted to the Records Management Officer during regular business hours. Such requests should be submitted on the BOCES’ *Request For Correction of Student Records* form that is located in the Office of the Records Management Officer. If the Records Management Officer denies a properly submitted request for an amendment, the person seeking the amendment will be advised of his/her right to a hearing regarding the requested amendment.
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. For example, the BOCES may, without consent, disclose:
 - a. Personally identifiable information to school officials with legitimate educational interests. A school official is a person employed by the BOCES as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company with whom the BOCES has employed by or under contract to perform a special task, such as an attorney, auditor, medical consultant, or therapist, and including entities that host and disseminate

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student information such as grades, homework and messages from teachers on the Internet; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the BOCES has outsourced instructional services and functions if that individual or entity is performing services BOCES employees otherwise perform (is not selling products or services), is under the direct control of the BOCES with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus. The BOCES receives services from the Mohawk Regional Information Center and its vendors in accordance with and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Management Officer.

- b. Appropriately designated "directory information", unless the parent or eligible student has advised the BOCES to the contrary by filling out and returning the below attached *Request to Limit Disclosure of Directory Information* form. The primary purpose of directory information is to allow the BOCES to include this type of information from the student's education records in certain school publications such as a playbill (showing the student's role in a drama production), an annual yearbook, an honor roll or other recognition list, a graduation program, or a sports activity sheet (such as a wrestling program that discloses participants height or weight), etc. Directory information may also be disclosed to outside organizations such as companies that manufacture class rings or publish yearbooks or other companies. Additionally, Federal Law requires BOCES receiving certain federal assistance to provide requesting military recruiters with secondary school names, addresses, telephone listings and possibly other directory information, unless parents or eligible students have advised the BOCES that they do not want their student's information disclosed without prior written consent.
4. The right to know that the BOCES has designated the following information as directory information: Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of engaged in routine activities. Parents and eligible students may choose not to allow the BOCES to release directory information. If you do not want the BOCES to disclose directory information without your prior written consent, you must complete and return to the BOCES the below attached form within thirty (30) days of the date of this notice.

REGULATION

STUDENTS

5050.7

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5. The right to file a complaint with the following office if you believe the BOCES has violated your *FERPA* rights: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.