

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTICE TO PARENTS AND ELIGIBLE STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are defined as follows:

- 1. Parents or eligible students may inspect and review the student's education records within 45 days after the day the school receives a request for access.**

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to review. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be reviewed. Appropriate school personnel must be present to prevent any misinterpretation of the records.

- 2. Parents or eligible students may request the amendment of the student's education records that one believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3. Parents or eligible students may be required to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that allows disclosure of student information without consent is to enable access by school officials with legitimate educational interest. A school official may be any person employed by the school or school district as an administrator, supervisor, teacher, clerical, or support staff member. The school district may also designate as a school official a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. Under this exception, the school must limit access to student information only to those who need to review that student's education record in order to fulfill his or her professional responsibility.

Upon request, the school may also disclose education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The child's school will make a reasonable attempt to notify the parent or student of the records request unless the disclosure is initiated by the parent or eligible student.

Schools may disclose, without written consent, student information that has been designated as directory information, unless specifically requested otherwise by the parent or eligible student. The primary purpose of this exception is to allow student information to be included in certain school publications, such as yearbooks, programs for athletics or other student activities, and announcements of honors or awards. These publications may include the school district website and social media accounts used to inform our school community of school programs or events and student accomplishments. Directory information may also be provided to outside organizations, such as community organizations and agencies that offer programs and services for our students, and may also include military recruiters, institutions of higher education, and prospective employers.

The Jamestown City School District designates the following personally identifiable information contained in a student's education record as directory information: student's name, name of parent/guardian, address, telephone listing, e-mail address, grade level, dates of enrollment, photograph/video, participation in activities and sports, weight and height of members of athletic teams, honors, degrees, and awards received, the school most recently attended.

If you do not want the Jamestown City School District to disclose the above directory information from your child's educational records without your prior written consent, you must notify your child's school in writing by September 14th of each school year, or within 2 weeks of student enrollment, if new to the district.

Additional FERPA exceptions allow a student's educational records to be disclosed without consent to the following parties:

- authorized representatives of educational authorities in connection with an audit or evaluation of Federal- or State-supported education and student nutrition programs;
- appropriate parties in connection with financial aid to a student;
- organizations conducting studies for, or on behalf of, the school;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in connection to a health or safety emergency;
- state and local authorities, within a juvenile justice system, pursuant to specific State law
- an agency caseworker or other representative of a State or local child welfare agency who is authorized to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student in foster care placement.

4. Parents or eligible students may file a formal complaint concerning alleged failures by the school to comply with the requirements of FERPA. Complaints may be submitted to:

Office of Data & Accountability
Jamestown City School District
197 Martin Road
Jamestown NY 14701

- OR -

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