

Elizabeth Seton Children's School  
Family Educational Rights and Privacy Act (FERPA)  
Annual Notification to Parents / Legal Guardians

This statement meets the requirements of the Family Educational Rights and Privacy Act 20 USC §1232g (e) and The Family Educational Rights and Privacy Regulations 34 CFR, § 99.7. Parents and students who are 18 years of age or older ("eligible student") have certain rights with respect to the student's education record. You have the right to:

1. Inspect and review the student's education record and / or obtain copies of the record within ten (10) business days of your request;
2. Request an amendment of the student's education record that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA;
3. Add a statement to the record;
4. Request a copy of our agency's formal policy statements on Data Privacy and Security / Parent Record Review / Student Record Storage;
5. Provide written consent before the school discloses personally identifiable information (PII) from the student's education record, except to the extent that FERPA authorizes disclosure without consent;
6. File a complaint with the U.S. Department of Education concerning alleged failures by the Elizabeth Seton Children's School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
  
Student Privacy Policy Officer  
U.S. Department of Education  
400 Maryland, Avenue, SW  
Washington, DC 20202
7. Be provided with an explanation / interpretation by our agency of any material in your child's record.

Your child's records are stored in a secure location at the school your student attends. If you have questions about your rights, please contact:

White Plains Campus  
317 North Street  
White Plains, NY 10605  
Stephanie Harris, Principal  
(914) 597-4072  
[sharris@setonchildrens.org](mailto:sharris@setonchildrens.org)

Yonkers Campus  
300 Corporate Boulevard South  
Yonkers, NY 10701  
Sharon Herl, Principal  
(914) 294-6171  
[sherl@setonchildrens.org](mailto:sherl@setonchildrens.org)