

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.

If you wish to review the student's education record, a request can be made directly to a professional of the Elizabeth Seton Children's School assigned to the child, and administrator of the program or the individual indicated on the annual written notice. The School will honor both verbal and written requests for the review of student records.

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.

Such requests may be made in writing to the School principal/designee or verbally to its professional personnel or administrators. Written requests made by eligible individuals for amendment to the student's record will become a part of that record. If an eligible individual makes such a request verbally of Elizabeth Seton Children's School personnel, the recipient of the request will complete a written "Contact Note" documenting the same. The "Contact Note" will be submitted for inclusion in the student's record. You are encouraged to provide any documentation you wish to have considered in refutation to an entry in the student record.

If the School decides not to amend the record as requested, the School will notify you of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

3. 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.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include 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 and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. 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

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

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