Dear Parent/Guardian or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred in the law as “eligible students”) the following rights:

1. **The right to inspect and review the student’s education records within 45 days of the day St. Lawrence-Lewis BOCES receives a request for access.** Parents or eligible students should submit to the Special Education Dept. Office, a written request that identifies the records they wish to inspect. BOCES will make arrangements for access and notify the parent 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 or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask St. Lawrence-Lewis BOCES to amend a record that they believe is inaccurate or misleading by writing the home school district, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

   If St. Lawrence-Lewis BOCES decides not to amend the record as requested by the parent or eligible student, St. Lawrence-Lewis BOCES will notify the parent or eligible student of the decision and advise them 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. **The right to consent of disclosures of personally identifiable information contained in the student’s education records, 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 is a person employed by St. Lawrence-Lewis BOCES as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom St. Lawrence-Lewis BOCES 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 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, St. Lawrence-Lewis BOCES discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Lawrence-Lewis BOCES to comply with the requirements of FERPA.** The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC, 20202-4605.

5. **The BOCES shall annually inform parents or eligible students of their right to refuse the release of student directory information and indicate a time period for their response.** Following such notice and a reasonable response period, the BOCES may release such information to an outside group without individual consent. The BOCES shall only release such directory information on a case-by-case basis in response to legitimate requests by employers, post-secondary institutions, and organizations providing awards and/or scholarships for the purpose of verifying enrollment, attendance and/or program completion.

In accordance with the Family Educational Rights and Privacy Act (FERPA), St. Lawrence-Lewis BOCES has designated student directory information as the following: **name, major field of study, participation in officially recognized activities, dates of attendance, and degree and awards received.**

You may object to the release of any or all of this “directory information.” However, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the form below and return it to the Special Education Dept., St. Lawrence-Lewis BOCES, P. O. Box 231, Canton, New York 13617.

The St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The BOCES is an equal opportunity employer. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Rafael A. Olazagasti III  
Director of Human Resources and General Counsel  
40 West Main Street, Canton, NY 13617  
315 386-4504  
rolazagasti@sllboces.org.

Objection to the release of any or all of the directory information must be done in writing within 10 business days of receiving this notice.

**Please do not release directory information without my prior consent.**

__________________________  
(Student Name)

__________________________  
(Parent Signature)  
(Date)

Return to the Special Education Dept., St. Lawrence-Lewis BOCES, P. O. Box 231, Canton, New York 13617 within 10 days of receipt of this correspondence.