

Parker Administration Building
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Henrietta, NY 14467
Fax: 585-359-5045



J. Kenneth Graham, Jr., Ph. D.
Superintendent of Schools
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Dear Parent/Guardian or Student:

This is to advise you of your rights with respect to the schools records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974".

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to a child's (his/her own) school records, in writing, to the Principal of the building to which such student is assigned. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in no case, no more than 30 days after the request has been received.

If information contained in the student's record is believed to be inaccurate or misleading, that parent or eligible student should write the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested the parent or eligible student will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain State and Federal officials, who have a legitimate educational need for access to such records in the course of their employment. In addition, the district will disclose, upon request, education records to officials of another school district in which a student seeks or intends to enroll.

Further, directory information may be released by the school to anyone who requests it unless the parent or eligible student objects (**CHECK "Do not release" and return this letter to the Principal**) to the release of any or all of this information within ten school days of the time this letter was issued. Directory information includes a student's name, parents' names, address, telephone number, date and place of birth, e-mail address, photograph, grade participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and most recent previous school attended.

DO NOT RELEASE _____

Checking Do Not Release will alert us to remove your child from the classroom if district or outside photographers come in to document/film a special event.

Sincerely yours,

Handwritten signature of J. Kenneth Graham, Jr.

Superintendent of Schools

Parent/Guardian Signature

Date

Student Name

Building

Revised: 5/22/12