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Parental Rights Regarding Student Information & Educational Records

Dear Parent/Guardian or Student:

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

Parents/guardians 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 the student, 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/guardian 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 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/guardian or 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/guardians or students without the written consent of such parents/guardians 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, under the provisions of FERPA, directory information may be released by the district without parental consent. 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. It is the practice of the district to release such information only to colleges and other post-secondary education institutions, and military recruiters. The release of directory information to the media shall be for the sole purpose of reporting upon or promoting a district activity and shall not include addresses and telephone numbers. If a parent/guardian does not wish to have some or all of the directory information released by the district, he/she must notify the building principal in writing within 10 school days of the time this letter was issued.

Sincerely yours,

A handwritten signature in black ink that reads 'Barbara Mullen'. The signature is fluid and cursive, with the first name 'Barbara' and last name 'Mullen' clearly distinguishable.

Superintendent of Schools