

Education Rights

NOTICE OF PARENT/STUDENT PRIVACY RIGHTS

Education rights and privacy practices apply to Northern Rivers Family of Services and its member agencies, Northeast Parent & Child Society and Parsons Child & Family Center.

NEIL HELLMAN SCHOOL

60 Academy Road
Albany, NY 12208
518.426.2766

EARLY LEARNING CENTER

125 Bigelow Street
Schenectady, NY 12304
518.292.5510

SCHOOL AT NORTHEAST

1821 Hamburg Street
Schenectady, NY 12304
518.346.1273

With regard to education information, parents and students have certain rights.

This notice explains your rights; how student information is used, protected, and may be disclosed; how you can get access to this information; and how to file a complaint if you have concerns.

What Is FERPA?

The Family Educational Rights and Privacy Act (FERPA) provides parents with the right to inspect and review their and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records.

Who Has the Rights?

For student's education information, parents have rights over their children's education records. When the student reaches 18 years old or attends education above high school, these rights will transfer to the student who is then referred to as an "eligible student."

What Are My Rights?

Parents or eligible students have the right to:

- Receive a copy of the education records: Requests for education records will be in writing to the school for enrolled students or to Northern Rivers Closed Records Department for discharged students. You will receive a copy of your education records within 30 days after your written request is received.
- Inspect and review the education records from the school.
- Request corrections: If you believe the student's record is incorrect or misleading, you have the right to submit a request to the school to correct it. If the school denies your request to correct the record, you have the right to notify the Northern Rivers Privacy Officer to request a formal hearing. If you disagree with the decision made at the hearing, you have the right to place a statement in the student's record contesting the information.

NORTHERNRIVERS

NORTHEAST PARENT & CHILD SOCIETY
PARSONS CHILD & FAMILY CENTER

Release of Education Information

Schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose records or use student data, without consent, in the following manner (34 CFR § 99.31).

Ways student information may be used by our school staff:

- Identifying students' talents and special requirements
- Monitoring students' academic progress
- Developing successful teaching and learning strategies
- Developing educational tools for personalized learning

How Student Information Is Shared

Student information can be shared without consent with the following individuals or entities:

- Other schools to which a student is transferring to
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or court subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

How to File a Complaint

If you feel your information has not been protected as outlined in this notice, you have the right to file a complaint with the agency's Privacy Officer, listed below, or with the U.S. Department of Education:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

If you have any questions, please contact:

Susanne Alterio
Privacy Officer
Susanne.Alterio@northernrivers.org
518.426.2600
60 Academy Road, Albany, NY 12208
p. 518.426.2600 f. 518.447.5234
www.northernrivers.org