



MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT# 5500-E.1
NOTICE REGARDING ACCESS TO STUDENT RECORDS
AND STUDENT INFORMATION

REQUIRED
 LOCAL
 NOTICE

Dear Parent 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 to in the law as “eligible students”) the following rights:

1. **The right to inspect and review the student’s education records within 30 business days of the day the district receives a request for access.** Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal 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 is inaccurate or misleading or otherwise in violation of the student’s privacy under FERPA.** Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district 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 provide written consent before the district discloses personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** The exceptions, which permit disclosure without consent, include disclosure to school officials with legitimate educational interests or an authorized representative. A school official is a person employed by the district 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 the district 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 or 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.

An authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

For a complete list of exceptions to FERPA’s prior consent requirements see regulation 5500-R, Section 5.

Sincerely,
Superintendent

Adopted: January 12, 2017



MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT# 5500-E.2
NOTIFICATION OF
DIRECTORY INFORMATION DESIGNATIONS

REQUIRED
 LOCAL
 NOTICE

In addition to the rights outlined in the accompanying letter (5500-E.1), FERPA also gives the school district the option of designating certain categories of student information as “directory information.” Directory information includes student:

- student's name,
- parent/guardian’s name(s),
- address,
- academic interests,
- participation in officially recognized school activities and sports,
- periods of school attendance,
- graduation,
- awards received, photograph, art work, and
- future educational plans.

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 enclosed form (5500-E.3) and return it to the Building Principal.

Adopted: January 12, 2017



**MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT# 5500-E.3
SAMPLE DIRECTORY INFORMATION
OPT-OUT FORM**

REQUIRED
 LOCAL
 NOTICE

Dear Parent/Guardian or Eligible Student:

The school district has designated certain categories of student information as “directory information.” "Directory information" is defined as including the following information:

- student's name,
- parent/guardian’s name(s),
- address,
- academic interests,
- participation in officially recognized school activities and sports,
- periods of school attendance,
- graduation,
- awards received, photograph, art work, and
- future educational plans.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the building principal.

Please do not release directory information without my prior consent.

(Parent/Guardian or Eligible Student Signature) (Date)

Print Name of Student

Adopted: January 12, 2017



**MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT# 5500-E.3.1
SAMPLE NOTIFICATION
DISCLOSURE TO THE MILITARY**

REQUIRED
 LOCAL
 NOTICE

Dear Parent/Guardian or Eligible Student:

Pursuant to the Every Student Succeeds Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. The district must also notify parents of their right and the right of their child to request that the district not release such information without prior written parental consent.

Parents (or students 18 years of age or older) wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and/or institutions of higher learning must sign and return the attached form to the building principal by October 15th in any school year.

SAMPLE RETURN FORM

Reservation of Consent for the Release of Certain Student Information under the Every Student Succeeds Act

_____ Please do not release the name, address and telephone number of

_____ to
(Name of student)

_____ Armed Forces and Military Recruiters, or Military Schools.

_____ Colleges, universities, or companies seeking employees.

(Parent/Guardian or Eligible Student Signature)

(Date)

Adopted: January 12, 2017



MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT# 5500-E.4
PARENTS' BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY

REQUIRED
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The Milford Central School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. The Milford Central School District establishes the following parental bill of rights:

- Student personally identifiable information (PII) will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- A student's personally identifiable information cannot be sold or released for any commercial purposes by a third party contractor. The district will not sell student personally identifiable information and will not release it for commercial purposes, other than directory information released by the district in accordance with district policy;
- Parents/Guardians have the right to inspect and review the complete contents of their child's education record (for more information about how to exercise this right, see 5500-R);
- State and federal laws protect the confidentiality of personally identifiable information. Safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- A complete list of all student data elements collected by the State Education Department is available for public review at <http://www.p12.nysed.gov/irs/sirs/>.
- Parents/Guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to (Records Access Officer, Milford CSD, PO Box 237, Milford, NY 13807, (607) 286-7721 x8417; RAO@milfordcentral.org). Complaints can also be directed to the New York State Education Department by writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to CPO@mail.nysed.gov.
- In the event that the District engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student personally identifiable information (PII). Parents can request information about third party contractors by contacting (Records Access Officer, Milford CSD, PO Box 237, Milford, NY 13807, (607) 286-7721 x8417; RAO@milfordcentral.org) or can access the information on the district's website (www.milfordcentral.org).

Adopted: January 12, 2017