



Sweet Home Central School District of Amherst and Tonawanda

District Offices
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(716) 250-1400

Student Records

The Family Educational Rights and Privacy Act (FERPA) gives parents or eligible students (those over 18 years of age) certain rights concerning a student's education records that are maintained by the Sweet Home Central School District.

"Education records" can include certain health and medical information about a student maintained by District health care professionals or other District staff.

You have the right to see and review the student's education records. If the student is still enrolled in the District, parents or eligible students should submit to the building principal a written request listing the record(s) they wish to see. If the student has transferred or graduated, the records are available in the Office of Human Resources and Planning, 250-1415. Unless prohibited by law from releasing certain types of information about a student to a parent, such as certain drug or alcohol abuse evaluation or treatment information, arrangements will be made for access to the records within 45 days of the request. Both custodial and non-custodial parents have the right to see their child's education records, unless the District has been provided with a certified copy of a court order or other legally binding document that specifically restricts such access.

You have the right to request that the student's education records be amended if you believe they include information that is inaccurate or misleading, or a violation of your privacy. Parents or eligible students should write to the building principal, clearly identifying the part of the record they want changed, and specify why they believe it is inaccurate, misleading or an invasion of privacy. If the District decides not to amend the record as requested, you will be notified of your right to a hearing regarding the request, and provided with additional information regarding the hearing procedures.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, unless the law allows for disclosure without your consent. One exception, which allows disclosure without consent, is disclosure to school officials with legitimate educational interests. For this purpose, "school official" includes: a person employed by or under contract to the District as an administrator, supervisor, instructor, counselor, therapist, support staff member (including transportation staff), or other service provider (including health or medical staff and law enforcement unit personnel, if applicable); a person serving on the District's Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical or educational consultant, outside educational evaluator, expert witness, or the District's insurance carrier); 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 in an education record of a student if he or she needs to review the information in the education record in order to fulfill his or her professional responsibility.

In accordance with the Family Educational Rights and Privacy Act (FERPA) the district defines student directory information as the following: name; address; telephone listing; date and place of

birth, enrollment status (e.g., undergraduate or graduate, full or part time); major field of study; grade level; participation in officially recognized activities or sports; weight and height (if members of athletic teams); dates of attendance; honors, degrees and awards received; electronic mail address; photograph; and the name of the educational agency or institution most recently previously attended by the student.

From time to time, the District releases this type of directory information about students within the District or to outside organizations without prior consent. Examples include: to local news media (newspaper, television, radio) for articles or announcements about school activities; in public displays sponsored by the District or an individual school (including the honor roll, merit roll or other recognition lists); in the annual yearbook; in District or school sponsored promotional information (graduation programs; school newsletters; programs or playbills for sports or cultural events; videotapes, etc.); or via the World Wide Web, in District or school sponsored websites or other Internet related activities.

If you do not want directory information released, you must notify the building principal in writing and specify what types of directory information you do not want released. The written notice to the principal about directory information must be received no later than September 15 of each year (or within 15 days of enrolling in the district).

In addition, the District is required under federal law to provide military recruiters and institutions of higher education with the names, addresses and telephone numbers of its secondary school students upon request. If you object to release of that information, you must notify the building principal in writing, and specify whether you object to release of the information to military recruiters, institutions of higher education, or both. The written notice to the principal about military recruiters and institutions of higher education must be received no later than September 15 of each year (or within 15 days of enrolling in the district).

Another exception is when the disclosure is to officials of another school or school district. Upon request, the District discloses education records without prior consent to officials of another school or school district in which a student seeks or intends to enroll, or to another agency, such as a BOCES, where the student is enrolled or receives services.

Should you wish additional information about other circumstances in which FERPA allows for the disclosure of education records without consent, please contact the building principal.

Finally, you have the right to file a complaint with the U.S. Department of Education if you believe that the District has violated your rights regarding education records. You may send your written complaint to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.