

**S****udent Records and Privacy:** Consistent with the Family Educational Rights & Privacy Act of 1974 (FERPA), the Board of Education recognizes its responsibility to maintain the confidentiality of student records and to implement the Regulation of the Commissioner of Education and the Local Government Records Law for the orderly retention and disposition of student records. By a written request to the appropriate principal or school official, parents, guardians, or eligible students have the right to inspect and review instructional materials related to educational curriculum (excluding academic tests and academic assessments), student surveys funded in whole or in part by the Department of Education (prior to survey administration), and review and request amendment of a student's educational records; limit the disclosure of personally identifiable information (a) by prior written consent (b) as "Directory Information" (c) under certain circumstances permitted by FERPA, request that records be amended to ensure accuracy; file a complaint with the U.S. Department of Education alleging failure to comply with FERPA and its regulation; obtain copies of the Student Records Policy (#5500) and Regulation (#5500R).

**S****udent directory Information:** The district has the option under FERPA of designating certain categories of student information as "Directory Information." The Board directs that "Directory Information" includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, photograph (still or moving), audio clips, grade level, email address, and class roster.

Once the FERPA notification is given by the district, a parent/guardian or students will have 14 days to notify the district of any objections they have to any of the "Directory Information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for the release. The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education. Opt out of "Directory Information" letters must be submitted annually to the Superintendent of Schools, 56 Cathedral Avenue, Garden City, NY 11530, and include a completed "Declination of Participation" (available in the Superintendent's Office and online on the district website, "Forms & Policies, Applications").