

Family Educational Rights and Privacy Act (FERPA)

Annual Notification to Parents/Legal Guardians

Your child's records are stored electronically.

Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians certain rights with respect to the student's educational records. These rights are:

1. Inspect/review your child's educational records. Parents/legal guardians may request to review a record unless access is prohibited under State or Federal law by calling the Health Information Administrator at (716) 885 – 8871 ext. 2317. The parents/legal guardians have the right to receive an understandable explanation about and interpretations of information included in any Early Intervention (EI) record upon request. Arrangements will be made for you to review the record within ten (10) business days of your request.
2. Obtain copies of your child's records from the agency. A copy of the record will be provided to the parents/legal guardians within ten (10) business days of the request. If parents/legal guardians request a copy of the record for the purpose of mediation or impartial hearing, a copy will be provided within business 5 days. There will be no charge. Please contact the Health Information Department at (716) 885- 8871 ext. 2323 or ext. 2317 to obtain a copy.
3. Request an amendment of your child's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights. The parents/legal guardians will contact the Health Information Administrator at (716) 885-8871 ext. 2317 to request an amendment. If the agency agrees to the parental request to amend their child's record, the agency amends the information and informs the parents/legal guardians. For EI, the family's service coordinator will inform them. If the agency decides not to amend the record requested, the parents/legal guardians will be informed in writing of the agency's decision not to amend the record and that the parents/legal guardians have a right to a hearing. For EI, the Early intervention Official will inform them in writing. The hearing will be conducted by an individual designed by the municipality who does not have a direct interest in the outcome of the hearing. If

information in the record is found to be inaccurate, misleading, or to violate the privacy rights of the child, the agency will amend the record accordingly and inform the parents/legal guardians of the amendment in writing. For EI, the service coordinator ensures the contents of the record is amended and notifies the parents/legal guardians in writing of the amendment.

4. Add a statement to the records, should you wish.
5. Request a copy of our agency's formal policy statements on records access and confidentiality.
6. Consent to disclosures of all personally identifiable information contained in your child's record, except to the extent that the applicable act and the regulations authorize disclosure without consent.
7. File a complaint with the United States Department of Education under section 99.64 concerning alleged failures of this agency to comply with the requirements of the act and this part.

If you have any questions about your rights, please call:

The director of your child's program – (716) 885-8318