

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS
(NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING STUDENT
EDUCATION RECORDS)

The Family Educational Rights and Privacy Act (“FERPA”) affords parents/guardians (“parents”) and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records as follows:

1. The right to inspect and review the student’s education records within a reasonable time period after -receiving a request for access (not to exceed 45 days).
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.
3. The right to privacy of personally identifiable information contained in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Centennial BOCES to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

Opt-Out Form for Information to Military Recruiters

- As a parent, I request that my child’s name, address, telephone number and any other directory information not be released to any United States military recruiters.

Parent/Guardian Signature _____

Students’ name _____

Date _____

- As a student who is 18 years of age or older, I request that my name, address, telephone number and any other directory information not be released to any United States military recruiters.

Student Signature _____

Students’ name _____

Date _____

Revised: September 20, 2018
Reviewed: CASB 2005
Centennial BOCES