

98-02 62ND Drive
Rego Park, NY 11374
T-(718) 263-1587
F-(718) 275-9753



35-55 223RD Street
Bayside, NY 11361
T-(718) 428-5370
F-(718) 428-5462

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

This is to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974." Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to a child's school records, in writing, to the program director to which such student is assigned. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period, but in no case, no more than forty-five (45) days after the request has been received.

If information contained in the student's record is believed to be inaccurate or misleading, the parent or eligible student should write the executive director, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If ICCD decides not to amend the record as requested, the parent or eligible student will be notified of the decision and advised 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.

Student records and any material contained therein which is personally identifiable are confidential and may not be released or made available to persons other than parents or student without the written consent of such parents or student. There are several exceptions to this rule, such as other school employees and officials, and certain State and Federal officials, who have a legitimate educational need for access to such records in the course of their employment in addition, ICCD will disclose, upon request, education records to officials of another school district in which a student seeks or intends to enroll.

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Objection to Release of Directory Information Designations

ICCD has designated certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, and photograph. A parent/guardian or eligible student will have 14 days to notify ICCD of any objections they have to any of the “directory information” designations. For your convenience, you may note your objections to the release of directory information on this form and return it to your program director.

[] Please do not release directory information without my prior consent.

Name of Student

Name of Parent/Person in Parental Relation