



SACHEM CENTRAL SCHOOL DISTRICT

We Are Sachem

Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) require that an annual notice be sent home to parents (and students 18 and older). This notice, in our school calendar, posted on our website, will meet this requirement.

Parents and emancipated students have the right to inspect and review their child's (or their own) educational record and seek changes to records they believe are inaccurate or misleading.

The procedures for exercising the right to inspect and review records and requesting a change to records are as follows:

The parent or emancipated student may make a verbal or written request to the school principal and expect a response in 48 hours. If changes are requested, a review or determination will be made within 14 calendar days.

The district won't release personally identifiable information in educational records without students' or parents' consent, except for exceptions provided by law.

Parents or students can file a complaint if they believe the district has not kept information confidential.

The school will disclose educational records to school officials, such as teachers, administrators and Board members, without parental consent. There must be a legitimate educational interest for giving them the records (such as to monitor a student's academic or social progress).

Directory information such as a student's name and address, diploma and awards received, and a student's height and weight, if on an athletic team, will be considered available to appropriate sources. If a parent does not want such information disclosed, they should inform the district Superintendent in writing by September 12.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects the use and disclosure of an individual's protected health information. Protected health information is defined under the HIPAA Privacy Rule as individually identifiable health information that relates to the past, present or future physical or mental health or condition of an individual that either identifies or potentially identifies an individual. Education records as defined under FERPA are excluded from the Privacy Rule.

Protected health information of students not covered by FERPA may be covered by the HIPAA Privacy Rule.