

Annual Notification Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. Parents are to be informed of their rights on an annual basis. Unless there is a court order which provides evidence that a parent's legal rights have been revoked, both parents will be afforded the rights contained here.

You have the right to:

- Inspect and review your student's education records. CP Rochester/Happiness House will respond to your request in a reasonable period of time. At no time may the agency take more than 45 days from receipt of your written request by the agency. CP Rochester/Happiness House will provide an individual who can explain and interpret the educational record during your review.
- You may request copies of the educational record. CP Rochester/Happiness House reserves the right to charge 25 cents per copy unless the imposition of a fee effectively prevents you from exercising the right to inspect or review the record. No fee will be charged to retrieve the record from our archives.
- CP Rochester/Happiness House generally destroys records 7 years after the student attains age 21 (age 27). CP Rochester/Happiness House will not destroy any record if there is an outstanding request to inspect and/or review the record.
- Have a physician or other appropriate professional review the educational record for them.
- Seek amendment of the education record if you believe the record to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the agency disagrees with your request you have the right to a hearing.
- Written consent to disclose personally identifiable information contained in the student's education record will be obtained prior to release to persons other than the parent or student, with the following exceptions:
 - Disclosure to employees and school officials, when it has been determined that they have a legitimate education interest. This includes support staff, contractors, consultants, volunteers, or other parties to whom the agency has outsourced services or functions for the school.
 - An emergency, when the information released is necessary to protect the health and safety of your student or other individuals. This may include behavioral as well as health information.
 - Other school programs where the student is seeking to enroll as long as the disclosure is for purpose of enrollment or transfer.
 - Evaluations, progress reports and related information are made available to the prescribing physician and/or the referring school district for the purposes of on-going care and educational planning.
 - Authorized representatives from governmental or other agencies which have oversight responsibilities to the agency. This may include auditing, evaluation of service delivery, enforcement or compliance activity, and accreditation.
 - When disclosure is in compliance with a judicial order or lawfully issued subpoena. Please note the agency will make a reasonable effort to notify you prior to responding to such orders, allowing you the opportunity to take protective action. You will not be notified if the disclosure follows regulations which restrict the agency from contacting you.
 - Authorization of financial aid for which the student applies or receives.
 - Develop, validate or administer predictive test.
 - If the agency files a legal action against the parent or student, the agency may disclose to the court evidence without parental release.
 - Redacted information which is no longer personally identifiable.
 - To an agency caseworker or other representative of a State or local child welfare agency who is authorized to access a student's case plan.



- Reporting or disclosing to the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student. The official receiving the record must certify in writing that the information will not be disclosed to any other party except as allowed by law.
- The agency will notify you of any pending release of directory information. Parents will have an opportunity to refuse the release of this information. This may include such things as a class list for Valentine's Day.
- Request a copy of disclosures. A record of disclosures is kept within the educational record.
- File a complaint with the U.S. Department of Education should CP Rochester/Happiness House fail to comply with FERPA. Such complaints can be filed at:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

- This complaint must be filed within 180 days of an alleged violation or the date that the complainant knew or reasonably should have known of the alleged violation.



Acknowledgement of Receipt of the
Annual Notification Family Educational Rights and Privacy Act (FERPA)

I, _____, hereby acknowledge that I have received a copy of the Annual Notification
Family Educational and Privacy Act (FERPA) on _____

Date

Parent/Guardian Signature

Name (Please Print)

Student's Name

Student's Date of Birth