



30 Watervliet Avenue, Albany, NY 12206 P: 518-432-4300 F: 518-432-4311

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The federal Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit their request(s) to the Henry Johnson Charter School Business Manager:

**Jessica Hudson**  
Business Office  
30 Watervliet Avenue  
Albany, NY 12206

A written request that identifies the record(s) they wish to inspect. The Business Manager will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the school may charge \$0.25 per copy for the requested records. Requests for records may also be submitted by e-mail to: [jhudson@henryjohnsoncs.org](mailto:jhudson@henryjohnsoncs.org) Records that are filed electronically may be reproduced in the same form or format that they are maintained. If records are accessible via the internet, the requester will be informed as to how they may access the requested information.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Head of School, Mr. Dustin Mitchell, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them 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.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (FERPA) requires a school to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605