

<b>SUBJECT: FERPA Policy</b>
------------------------------

<b>1.0 PURPOSE</b>	Classification:	Education
<b>2.0 SCOPE</b>	Policy#:	3005-102
<b>3.0 POLICY</b>	Effective Date:	10/1/2025
<b>4.0 REFERENCES</b>	Revised Date:	N/A
<b>5.0 ATTACHMENTS</b>		
<b>6.0 APPROVAL</b>		

**1.0 PURPOSE**

The purpose of this policy is to establish clear standards to ensure Langan and Cloverpatch Schools complies with the Family Educational Rights and Privacy Act (FERPA) and related New York State regulations. This policy is designed to protect the confidentiality of student education records, inform parents and eligible students of their rights, and guide staff in the lawful handling, disclosure, and safeguarding of student information.

**2.0 SCOPE**

This policy applies to all employees, contractors, consultants, interns, and volunteers who have access to or responsibility for maintaining, handling, or disclosing education records. It covers all forms of student records, including but not limited to paper, electronic, and digital formats, and applies to all students enrolled in the school.

**3.0 POLICY**

The school will comply fully with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. FERPA affords parents and eligible students certain rights with respect to the student’s education records. The school is committed to safeguarding the confidentiality, integrity, and lawful disclosure of all education records in compliance with federal and state requirements.

Parental and Student Rights under FERPA

- Right to Inspect and Review- Parents/eligible students have the right to inspect and review the student’s education records with written request to the school.
- Right to Request Amendment- Parents/eligible students may request amendment of education records they believe are inaccurate, misleading, or in violation of the student’s privacy rights.
- Right to Consent to Disclosure- The school must obtain written consent from the parent/eligible student before disclosing personally identifiable information (PII) from education records, except as permitted by law (e.g., disclosure to school officials with legitimate educational interests, or to the student’s home school district for programmatic and billing purposes).
- Right to File a Complaint- Parents/eligible students may file a complaint, if they believe the school has failed to comply with FERPA requirements.

#### Directory Information

- Certain information is labeled as “directory information” (student’s name, grade level and enrollment status) that may be disclosed without prior consent, unless the parent/eligible student notifies the school in writing that they do not want such information disclosed.

#### Confidentiality and Security

- Staff members with access to education records must maintain confidentiality and use information only for legitimate educational purposes.
- The school will maintain data protection safeguards consistent with NY Education Law § 2-d and 8 NYCRR Part 121 regarding electronic records.

#### 4.0 REFERENCES

20 USC § 1232g  
34 CFR Part 99  
NY Education Law § 2-d  
8 NYCRR Part 121

#### 5.0 ATTACHMENTS

#### 6.0 POLICY APPROVAL

Role	Name/ Title	Date Approved
Author	Sarah Quist, CHC Corporate Compliance/ HIPAA Privacy Officer	9/30/25
Department Approver	Amy Ross, Deputy Executive Director, Children’s Services	10/1/2025

**Sanction Statement:** Non-compliance with this policy may result in disciplinary action, up to and including termination.

**Record Retention Statement:** Center for Disability Services will retain this policy and all subsequent revisions, and any related documentation will be retained for a period of, at minimum, six years.