



# Public Schools of the Tarrytowns

ADMINISTRATIVE OFFICES 200 North Broadway • Sleepy Hollow, New York 10591 914-631-9404 Fax 914-332-6283

**Christopher Borsari**  
*Superintendent of Schools*  
914-631-9404  
email – [cborsari@tufsd.org](mailto:cborsari@tufsd.org)

**Pamela T. Fisk**  
*Director of Human Resources*  
914-631-9406  
email – [pfisk@tufsd.org](mailto:pfisk@tufsd.org)

**Joy A. Myke**  
*Business Administrator*  
914-631-9401  
email – [jmyke@tufsd.org](mailto:jmyke@tufsd.org)

August 2018

Dear Parent/Guardian:

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

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access to such records. Parents or eligible students should submit to the principal of the building in which the student is assigned a written request that identifies the record or records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records can be reviewed and inspected.
2. The right to request an amendment of the student's educational record if the parent or eligible student believes such records contain inaccurate or misleading information. To do this, the parent or eligible student should write the principal, clearly identifying the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for an amendment. At that time, additional information regarding the hearing process will be provided to the parent or eligible student.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. There are a number of exceptions to this rule, such as disclosure to school employees or officials and certain State and Federal officials who have a legitimate educational need for access to such records in the course of their employment. A school official is a person employed by the District, such as an administrator, supervisor, instructor, or support staff personnel; a person serving on the Board of Education; a person or company with whom the District 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 task. A school official or State or Federal Officer has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Additionally, upon request, the District may disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the official that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Please be advised that in accordance with FERPA, directory information may be released by the School to military recruiters, colleges, and other parties requesting it unless you as the parent or the eligible student objects to the release of any or all of this information. Directory information includes a student's name, parent's names, address, and telephone number. If you do not wish this information to be released on behalf of the student, please complete the enclosed revocation of directory information form and the military revocation form and return it by September 14, 2018.

In addition, please indicate on the attached release form if you do not want your child to appear on cable television shows or to have his/her name and photograph appear in newspapers or in newsletters. If you do not sign and return this form, we will assume that your child may appear on district cable shows, and his/her name and photograph may appear in newspapers or newsletters.

Sincerely,



Christopher Borsari  
Superintendent of Schools

CB/nv