



Annual FERPA Notification for School Year 2025-26

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that provides parents and students certain rights with respect to students' education records and any personally identifiable information (PII) contained in those records. If you are a student who is 18 years or older (also known as an eligible student), these rights belong to you. If you are under 18, these rights belong to your parents.

In short, FERPA grants the right to:

1. Inspect and review education records within 45 days.

You should submit a written request (student records request forms are available [online](#)) for education records to the principal. Upon verifying your identity and authorization to receive the requested records, NYCPS will either provide a copy of the requested records or arrange a time and place for you to review the requested records.

2. Request changes to education records you believe are inaccurate, misleading, or violate student privacy rights under FERPA.

You should submit a written request (email is acceptable) to the principal describing the records you want changed, why you believe the information is currently inaccurate, misleading, or violates the student's privacy rights, and your proposed changes. If NYCPS decides not to amend the education records as requested, you will receive information about how to appeal the decision and request a hearing.

3. Require written consent before personally identifiable information (PII) in the student's education records is disclosed.

In some cases, however, FERPA allows disclosure without parental consent. Examples of when student PII may be disclosed without consent are:

- To school officials who have a legitimate educational interest in the information.
- When a student enrolls in or transfers to another school, district, or educational institution.
- To authorized government officials for audits or evaluations.
- In connection with students' financial aid applications.
- To organizations conducting studies for, or on behalf of, NYCPS.
- To parents of students age 18 and older if the student is a dependent for Internal Revenue Service (IRS) tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials when there is a health or safety emergency.
- When NYCPS designates certain types of PII as "directory information." NYCPS has policies that limit the sharing of directory information, including what type of information may be designated as directory information and who may receive the information. You have the right to opt-out of having the student's PII disclosed as directory information.



4. **File a complaint with the U.S. Department of Education if you believe NYCPS failed to comply with FERPA's requirements.** Complaints may be filed here:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-8520
or by email to FERPA.Complaints@ed.gov

5. **Receive notice of your rights under FERPA.**