



Dear Families,

At New York City Public Schools (NYCPS), student privacy is a top priority. That means safeguarding student data using industry standards and best practices, training our staff members on their responsibilities when handling student information, and requiring third-party vendors to complete our data privacy and security compliance process. It also means informing our students and families about their privacy rights.

To help you stay informed, we are sharing a Privacy Packet with important information about your rights and how we safeguard student information. This packet explains your rights under federal, state, and local privacy laws, including the recently updated Chancellor's Regulation A-820. The packet includes:

- **Privacy Rights 101:** A one-page flyer that summarizes your nine most important privacy rights.
- **Annual FERPA Notice:** Explains your rights under the Family Educational Rights and Privacy Act (FERPA), including your right to access your child's records and your right to keep that information private.
- **Annual PPRA Notice:** Outlines your rights under the Protection of Pupil Rights Amendment (PPRA), especially around surveys and information collected from students.
- **Parents' Bill of Rights for Data Privacy and Security:** Describes how student data is protected by law and the responsibilities of NYCPS and its partners in keeping student data safe and secure.

Our goal is to ensure that you feel informed, empowered, and confident that your child's information is handled with care and respect. We encourage you to review these materials and visit schools.nyc.gov/StudentPrivacy for more information. You can also email studentprivacy@schools.nyc.gov with any questions.

Sincerely,

A handwritten signature in black ink that reads 'Dennis Doyle'.

Dennis Doyle
Chief Privacy Office
Office of General Counsel
New York City Public Schools

Privacy Rights 101

New York City Public Schools (NYCPS) takes the confidentiality of information about your child seriously. Student privacy means keeping your student's personal details, academic records, and other sensitive information safe and secure.

As a NYCPS parent or guardian, you have important rights that help protect your child's personal and educational information.

These are your nine most important privacy rights:



Right to Access

You can review your child's education records, such as their grades, attendance, disciplinary reports, and Individualized Education Program (IEP).



Right to Amend Records

If you believe that information in your child's education record is inaccurate or violates their privacy, you can ask to have it corrected.



Right to Non-Disclosure

NYCPS needs your written consent before sharing your child's information. There are some exceptions, such as directory information and in health & safety emergencies.



Right to Information Security

Your child's information is protected when it's being sent and stored.



Right to Not Have Your Data Sold

Your child's information cannot be sold or used for commercial, marketing, or advertising purposes.



Right to be Notified of Data Breaches

NYCPS will notify you if your child's information is exposed in a data breach or shared with someone who is not authorized to receive it.



Right to Know About Student Surveys

You have the right to choose whether your child participates in surveys and exams that concern sensitive topics.



Right to Be Notified of Your Rights

At the start of each school year, you will be notified of your privacy rights under federal, state, and local laws and regulations.



Right to File Complaints

You can file a complaint about a possible misuse of your child's data with NYCPS, the NYS Education Department, or the US Department of Education.

For more information, visit: schools.nyc.gov/StudentPrivacy



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.**



Annual PPRA Notification for School Year 2025-26

The **Protection of Pupil Rights Amendment (PPRA)** gives parents and students 18 years and older certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

PPRA grants you and your child the following rights:

- The right to provide written consent before students participate in any mandatory survey, analysis, or evaluation that reveals information concerning the following (“Protected Areas”):
 - political affiliations or beliefs of the student or their parent;
 - mental or psychological problems of the student or their family;
 - sex behavior or attitudes;
 - illegal, anti-social, self-incriminating, or demeaning behavior;
 - critical appraisals of others with whom respondents have close family relationships;
 - legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - religious practices, affiliations, or beliefs of the student or their parent; or
 - income, other than as required by law to determine program eligibility.
- The right to receive notice and an opportunity to opt out of having your child participate in optional surveys, analyses, or evaluations that reveal information concerning Protected Areas.
- The right to receive notice and an opportunity to opt out of having your child participate in any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the student or other students.
- The right to inspect, upon request, the following prior to their administration or use:
 - Any survey that solicits information concerning the Protected Areas listed above; and
 - Any instructional materials used as part of the Student’s educational curriculum.

Additional resources on student privacy under PPRA are available on the U.S. Department of Education’s Student Privacy Policy Office website at <https://studentprivacy.ed.gov>.

Parents who believe their PPRA rights have been violated may file a complaint online by selecting the PPRA complaint form option at <https://studentprivacy.ed.gov/file-a-complaint> or by mailing the form to the following address:

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



Parents' Bill of Rights for Data Privacy and Security

New York City Public Schools (NYCPS) takes the privacy of information about you and your children seriously. Several federal and state laws and regulations protect the privacy of your children's education records and personally identifiable information, or "PII."

There are several federal laws that protect your child's PII, including the [Family Educational Rights and Privacy Act \(FERPA\)](#), the [Children's Online Privacy Protection Act \(COPPA\)](#), the [Protection of Pupil Rights Amendment \(PPRA\)](#), and the [Individuals with Disabilities Education Act \(IDEA\)](#).

[New York State Education Law 2-d](#) is a state law that protects the privacy of your child's information and places responsibilities on NYCPS and outside parties who receive your child's information from NYCPS. [Chancellor's Regulation A-820](#) is a local regulation that outlines your rights and NYCPS's responsibilities for keeping student education records confidential.

Under these laws and regulations, parents and students who are 18 years and older have the following rights regarding education records and PII. These rights apply to education records and information stored by NYCPS and by outside organizations that receive your child's information from NYCPS:

- **The right to have your child's information safeguarded from being sold or used for any commercial or marketing purposes.**

NYCPS and outside organizations who receive your child's information from NYCPS may not sell or use your child's information for commercial, marketing or advertising purposes.

- **The right to inspect and review your child's 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 them.

- **The right to request changes to your child's education records when you believe they are inaccurate, misleading, or violate your child's privacy rights.**

You should submit a written request to amend records in writing (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.

- **The right to require written consent before PII in your child's education records is disclosed.**

In some cases, however, the law allows disclosure without parental consent. For information about these exceptions, visit: <https://www.schools.nyc.gov/about-us/policies/data-privacy-and-security-policies>.

- **The right to have your child’s information protected when it is in transit and when it is stored.**

NYCPS and outside parties who receive your child’s information must use safeguards, such as encryption, firewalls, and password protection, to protect the data. The safeguards must meet industry standards, including the National Institute for Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity Version 2.0

- **The right to be notified of a breach or unauthorized disclosure of your child’s PII.**

NYCPS will notify you within 60 days after we discover the breach or unauthorized disclosure of your child’s information, unless doing so interferes with a law enforcement investigation.

- **The right to file a complaint about possible breaches and unauthorized disclosures of your child’s PII with NYCPS and the New York State Education Department.**

If you file a complaint with NYCPS, we will provide you with a response no more than 60 days after we receive it. If we need more than 60 days to respond, we will provide you with an explanation and an anticipated response date.

Complaints to NYCPS may be made to:

Chief Privacy Officer
New York City Department of Education
52 Chambers Street, Room 308
New York, NY 10007
or by email to: Studentprivacy@schools.nyc.gov

Complaints to the New York State Education Department may be made to:

Chief Privacy Officer
New York State Education Department
89 Washington Avenue
Albany, NY 12234
or by email to: privacy@nysed.gov

- **The right to file a complaint with the United States Department of Education if you believe NYCPS failed to comply with FERPA.** Complaints to the US DOE may be made to:

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

- **The right to be notified of your rights on an annual basis.**

In addition, NYCPS promises to:

- Collect and disclose your child’s information only as necessary and only for educational purposes or as permitted by law.

- Ensure every use and disclosure of student information benefits NYCPS and students.
- Minimize the collection, processing and transmission of PII.
- Provide annual training to NYCPS staff who have access to your information.
- Maintain written agreements with outside parties who receive your child's PII from NYCPS. The agreement outlines how the outside parties will keep your child's data confidential and secure.
- Post supplemental information about our agreements with outside parties who receive student information from NYCPS. For information about what data an outside party is collecting, their reason for collecting the data, and how they plan to protect the data, visit:
<https://www.schools.nyc.gov/about-us/policies/data-privacy-and-security-policies/supplemental-information-for-parents-about-doe-agreements-with-outside-entities>.
- Not maintain copies of your child's information when it is no longer needed.

You can find a complete list of all of the types of student data that the New York State Education Department collects at <https://www.nysed.gov/data-privacy-security/student-data-inventory>.