

**COMMACK UNION FREE SCHOOL DISTRICT**  
HUBBS ADMINISTRATION CENTER

480 Clay Pitts Road  
East Northport, NY 11731  
Telephone (631) 912-2009  
Telefax: (631) 912-2240

**AMY J. RYAN**  
*Assistant Superintendent for Curriculum  
Instruction, Assessment & Student Support  
Services*

**MAILING ADDRESS:**  
Post Office Box 150  
Commack, NY 11725

September 2019

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“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 District receives a request for access. Parents or eligible students should submit to the District Clerk a written request that identifies the record (s) they wish to inspect. The District Clerk will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the District Clerk, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District Clerk 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 provide written consent before the District discloses personally identifiable information (PII) from 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, if any) or a person serving on the School Board. A school official may include a volunteer, contractor, consultant, unpaid intern, or practicum or fieldwork student who, while not a District employee, performs an instructional service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of PII from education records,

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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for the purpose of the student's enrollment or transfer.

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901**

If you have any questions regarding the requirements of FERPA, please contact the District Clerk at P.O. Box 150, Commack, NY 11725-0150, or by telephone at 631-912-2055.

Sincerely,

*Amy J. Ryan*

Amy J. Ryan  
Assistant Superintendent for  
Curriculum, Instruction, Assessment &  
Student Support Services

AR:dd

Pc: Building Principals