

Dear Parents,

The Federal Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and students over 18 years of age certain rights with respect to the student's educational record. These rights include:

The right to inspect and review the student's educational record within 45 days of CAFL's receipt of a written request. Parents, guardians or eligible students should submit a written request to the Agency to review or inspect a record.

The right to request an amendment to the record if it is believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. This request must be submitted to CAFL in writing, and a response will be made within 45 days. If a parent is unable to submit a written request, a verbal request will be accepted. If the amendment is not agreed upon, you have the right to request a hearing.

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. Service providers, supervisors, office staff, Program Director and the Director are authorized to access records to facilitate appropriate service provision and the educational process. Your signature on a general release form indicates your permission to have your child's file accessed for quality assurance purposes.

The right to file a complaint concerning an alleged failure by CAFL or its providers to comply with the requirements of FERPA. Complaints of alleged violation of the FERPA program regulations should be submitted to:

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

Complaints must be received within 180 days from the date that the individual submitting the complaint first learned of the circumstances of the alleged violation. Complaints should contain specific allegations of fact, giving reasonable cause to believe a violation has occurred, including relevant date; names and titles of those involved; a specific description of the record around which the violation occurred; a description of contact with any officials regarding the manner; and any additional evidence that would be helpful.

If you have any questions, please do not hesitate to contact me at (585) 924-7207.

Sincerely,



Cynthia L. Anderson, Program Director
Clinical Associates of the Finger Lakes

