September 4, 2019

Dear Parents/Guardians,

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student’s education records. This law gives parents/guardians certain rights with respect to their children’s education records.

We are required by FERPA to inform you these rights. Therefore, I am enclosing a summary of your rights under FERPA. It is very important for you to understand these rights, so please do not hesitate to contact Mr. Louis Taxin, Assistant Superintendent of Operations, if you have any questions. He can be reached at (718) 350-3250.

Sincerely,

Russell O. West
CEO/Superintendent

RW: cr
September 2019

The Family Educational Rights and Privacy Act (FERPA), a Federal law requires that Lexington School for the Deaf, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Lexington School for the Deaf may disclose appropriately designated “directory information” without written consent, unless you advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the Lexington School for the Deaf to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s/guardian’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories –names, addresses and telephone listings- unless parents/guardians have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Lexington School for the Deaf to disclose directory information from your child’s education records without your prior written consent, you must notify the school in writing by November 1, 2019. Lexington School for the Deaf has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below)

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
Parents/guardians who believe their rights have been violated may file a complaint with:

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

To request to inspect, or amend school records, please contact Louis Taxin, Assistant Superintendent of Operations at (718) 350-3250.