

Yeled V'Yalda Early Childhood Center, Inc.

Annual Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ("FERPA") gives parents rights concerning their child's education records. These rights transfer to the student at age 18 or upon attending a postsecondary institution. A student who holds these rights is an eligible student.

This Notice applies to parents and eligible students whose education records are maintained by Yeled V'Yalda Early Childhood Center, Inc. ("Yeled") and subject to FERPA.

Parents and eligible students have the following rights:

1. Right to Inspect and Review Education Records

A parent or eligible student has the right to inspect and review the student's education records within 45 days after Yeled receives a request for access.

A written request must be submitted to the Yeled Compliance Officer and must identify the records the parent or eligible student wishes to inspect. Yeled will arrange for access and notify the requester of the time and location at which the records may be inspected.

2. Right to Request Amendment of Education Records

A parent or eligible student has the right to request amendment of an education record believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A written request must be submitted to the Yeled Compliance Officer. The request must identify the portion of the record the parent or eligible student wishes to have amended and explain why the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

If Yeled decides not to amend the record as requested, Yeled will notify the parent or eligible student of its decision and of the right to request a hearing. Information regarding the hearing procedures will be provided with that notice.

3. Right to Consent to Disclosures

A parent or eligible student has the right to provide written consent before Yeled discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One circumstance in which FERPA permits disclosure without consent is disclosure to a school official with a legitimate educational interest.

School Official

A school official may include:

- A Yeled employee serving in an administrative, supervisory, educational, instructional, evaluative, related-service, student-support, compliance, legal, fiscal, information-technology, safety, or other authorized role;
- A member of Yeled's governing body or an authorized committee; or
- A contractor, consultant, volunteer, intern, or other outside party to whom Yeled has outsourced an institutional service or function.

An outside party may be considered a school official when the party:

1. Performs an institutional service or function for which Yeled would otherwise use employees;
2. Is under Yeled's direct control regarding the use and maintenance of education records; and
3. Is subject to FERPA's requirements governing the use and redisclosure of personally identifiable information from education records.

Legitimate Educational Interest

A school official has a legitimate educational interest when the official needs to review an education record to fulfill an assigned professional responsibility on behalf of Yeled.

4. Disclosure for Enrollment or Transfer

Yeled may disclose education records without consent to officials of another school, school system, or educational institution that has requested the records and in which the student seeks or intends to enroll or is already enrolled, when the disclosure relates to the student's enrollment or transfer.

Upon request, the parent or eligible student may receive a copy of the records disclosed and may seek amendment of the records under the procedures described in this Notice.

5. Right to File a Complaint

A parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning an alleged failure by Yeled to comply with FERPA.

Complaints may be submitted to:

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

Questions and Requests

Questions concerning FERPA or requests to inspect or amend records should be directed to:

Compliance Officer
Yeled v'Yalda Early Childhood Center, Inc.
Telephone: 718-686-2391
Email: Compliance@yeled.org

Yeled V'Yalda Early Childhood Center, Inc.

General Notice of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (“PPRA”) provides parents with certain rights concerning protected-information surveys, instructional materials, marketing activities, and certain physical examinations or screenings.

These rights transfer to the student when the student reaches 18 years of age or becomes an emancipated minor under applicable State law. A student to whom these rights have transferred is referred to as an eligible student.

This Notice applies when a Yeled v’Yalda Early Childhood Center, Inc. (“Yeled”) program or activity is subject to PPRA.

1. Consent Before Certain Federally Funded Surveys

A parent or eligible student has the right to provide written consent before a student is required to participate in a survey, analysis, or evaluation funded in whole or in part by a program administered by the U.S. Department of Education that concerns one or more of the following protected areas:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, including relationships with attorneys, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than income required by law to determine eligibility for participation in a program or receipt of financial assistance under that program.

2. Notice and Opportunity to Opt Out

When required by PPRA, a parent or eligible student has the right to receive notice and an opportunity for the student to opt out of participation in:

- Any other survey concerning one or more of the protected areas listed above, regardless of funding;
- An activity involving the collection, disclosure, or use of personal information obtained from students for marketing, sale, or distribution to others for marketing purposes, except as otherwise permitted by PPRA; and
- A nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered and scheduled in advance by Yeled or its agent, and not necessary to protect the immediate health or safety of the student or another person, excluding hearing, vision, or scoliosis screenings and examinations or screenings permitted or required under State law.

3. Right to Inspect Certain Materials

Upon request, a parent or eligible student has the right to inspect, as applicable:

- A protected-information survey before it is administered or distributed to the student;
- A survey created by a third party before it is administered or distributed to the student;
- An instrument used to collect personal information from students for marketing, sale, or distribution for marketing purposes; and
- Instructional material used as part of the student's educational curriculum.

Requests to inspect these materials should identify the student and the survey, instrument, or instructional material the requester wishes to inspect.

4. Notice of Covered Activities

When PPRA requires notice, consent, or an opportunity to opt out before a covered activity, Yeled will provide the required notice or coordinate its provision with the school district or other educational agency responsible for the activity.

The notice will identify the covered activity and provide the applicable consent, inspection, or opt-out instructions.

5. Right to File a Complaint

A parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning an alleged violation of PPRA.

Complaints may be submitted to:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520

Email: PPRA.Complaints@ed.gov

Questions and Requests

Questions concerning PPRA or requests to inspect surveys, instruments, or instructional materials should be directed to:

Compliance Officer
Yeled v'Yalda Early Childhood Center, Inc.
Telephone: 718-686-2391
Email: Compliance@yeled.org