

STARTING POINT SERVICES FOR CHILDREN, INC.

1575 McDonald Avenue, Brooklyn, NY 11230

Phone: (718)375-8885 Fax: (718)375-8886

Annual Notification to Parents/Legal Guardians:
Policy on Confidentiality/Student Records Access

Date: _____

Child's Name: _____

Parent/Legal Guardian: _____

This statement has been drawn up to meet the requirements of the Family Educational Rights and Privacy Act (20 USC 1232g, as amended 12/31/74) and The Family Educational Rights and Privacy Regulations (34 CFR, Part 99, as amended 4/11/88).

Your child's records are stored at the address checked below:

[] Starting Point Services for Children, Inc.
1575 McDonald Avenue, Brooklyn, NY 11230

[] Other: _____

You have the right to:

1. Inspect/review your child's educational records;
2. Request an amendment of your child's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Add a statement to the record, should you wish;
4. Request a copy of Starting Point Services for Children's formal policy statements on records access and confidentiality;
5. Consent to disclosures of all personally identifiable information contained in your child's record, except to the extent that the applicable act and the regulations authorize disclosure without consent;
6. File a complaint with the United States Department of Education under section 99.64 concerning alleged failures of this agency to comply with the requirements of the act and this part;
7. Obtain copies of your child's records from this agency. Upon request, these will be provided to you within ten (10) business days, without charge;
8. Request a review of your child's records by notifying a professional assigned to your child by Starting Point Services for Children or by contacting the Starting Point Services representative listed below. Arrangements will be made for you to review the record within ten (10) business days of your request;
9. Be provided with an explanation/interpretation by Starting Point Services for Children of any material in your child's record.

If you have any questions about your rights, please call our office on
(718) 375-8885