

STARTING POINT SERVICES FOR CHILDREN, INC.
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Policy on Requests by Eligible Individuals to Amend Student Records

This policy statement has been drawn up to meet the requirements of the Family Educational Rights and Privacy Act (FERPA) (20 USC, 123g, as amended 12/31/74) and the Family Educational rights and Privacy regulations (34 CFR, Part 99, as amended 4/11/88).

Copies of this policy statement are available to parents, legal guardians and/or eligible students, upon request.

A parent, legal guardian, eligible student or their legal assign (hereafter referenced as "eligible individual") of a student of Starting Point Services for Children, Inc. has the right to request that any part of the student's record be amended. Such requests may be made in writing to Starting Point Services for Children, Inc. or verbally to its professional personnel or administrators. Written requests made by eligible individuals for amendment to the student's record will be come a part of that record. If an eligible individual makes such a request verbally of Starting Point Services for Children, Inc. personnel, the recipient of the request will complete a written "Contact Note" documenting the same. The "Contact Note" will be submitted for inclusion in the student's record. Starting Point Services for Children, Inc. will respond promptly, within ten (10) business days, to all student record amendment requests which are submitted by eligible individuals. Eligible individuals will be encouraged to provide any documentation they wish to have considered in refutation to an entry in the student record.

If upon review by the administrative staff of Starting Point Services for Children, Inc. it is determined that any portion of the student's educational record is in error as to factual information or if entries or documents are misleading, inaccurate or otherwise in violation of a student's rights, the record will be amended as to said errors, misleading or inaccurate statements or violations. Incorrect portions will be excised from the student record. Corrected information will be included/inserted, complete with any applicable annotations such as, "Clerical Error", and further annotated with the initials of the person making the correction and the date of the amendment. The amended document will become part of the student's record, subject to all legal rights and protections. The eligible individual who initiated the request for amendment will be given a copy of the amended document(s) as well as a statement verifying that an amendment was made.

There may be, however, instances where an eligible individual disagrees with the impressions or conclusions drawn by licensed and/or certified professionals in a document or documents in the student record. Should eligible individuals take issue with assessment or evaluation results, they may then request that certain reports or other documents be changed as to their conclusions and/or characterizations of developmental progress. In such instances, after conferring with professional

personnel, the Executive Director of Starting Point Services for Children, Inc. or his/her assigned representative, must make a determination as to the validity and appropriateness of the document(s) in question. In the event that an amendment to the student record is administratively deemed to be warranted, corrections and/or amendments will be made as described in the section dealing with factual errors. The eligible individual will be given a copy of the amended document(s) and a written statement documenting the changes/revisions. After administrative review, however, should the position of Starting Point Services for Children Inc. be that the conclusions and/or characterizations have been arrived at through acceptable professional means; no amendment will be made to the record at that time. The eligible individual who initiated the request will be informed of that determination and afforded an opportunity to have a meeting where a detailed explanation will be provided as to the reason for the denial of amendment to the record.

In any instance where the eligible individual requesting an amendment continues to hold forth with the belief that a change as to the facts, observations and/or conclusions as contained in the student record are still in order, a variety of recourses are available:

1. If the disputed document is an evaluation or progress report, Starting Point Services for Children, Inc. will remind the parent/legal guardian that they have the right to request another evaluation from the Committee on Preschool Special Education (CPSE). Starting Point Services for Children, Inc. will provide any and all necessary assistance for parents/guardians to pursue that avenue;
2. Starting Point Services for Children, Inc. will make available an opportunity for eligible individuals to write their own statement or amendment as to their conviction with regard to the contested documentation. Their statement and/or rebuttal will become part of the student record and attached to the disputed document(s). Their statement or rebuttal will be transmitted along with the rebutted document to all authorized persons and agencies, i.e. the CPSE, as appropriate. The rebuttal statement will be considered by Starting Point Services for Children, Inc. as a part of the student record and subject to all of the inherent legal strictures, regulations and contractual responsibilities thereof;
3. Should eligible individuals wish to pursue the matter further, they will be informed of their rights, as outlined in the "Policy Regarding the Right of Eligible Individuals to Request a Hearing to Amend the Student Record" and be given a copy of same.

At all time, the staff and representatives of Starting Point Services for Children, Inc. will remain respectful of the right of eligible individuals to request that a student's record be amended and their right to have a copy of that record, or any portion thereof, promptly provided.